

Job Description

Job Details:	
Job Title:	HR Business Partner
Grade:	Croner – Human Resources – Rank3-4
Department:	Workforce Team
Directorate:	People and Services
Reporting to:	Senior HR Business Partner
Job Summary / Main Purpose: As an HR Business Partner, you will act as a strategic people partner, working closely with leaders and managers across designated directorates and service areas. In collaboration with the wider Workforce Team, you will support the design and implementation of impactful people strategies aligned with organisational priorities. You will work alongside the team of HR Business Partners to provide support and take the lead on a range of people initiatives, policies and project-based work to enhance organisational performance, particularly in areas such as talent management, organisational development and wellbeing. This role requires you to build strong, collaborative relationships with leaders and managers, providing expert guidance across workforce planning, cultural transformation, wellbeing, leadership development and employee relations. You will be instrumental in ensuring that people practices are inclusive, values-led and deliver an exceptional staff experience, supporting the organisation to achieve its strategic objectives.	
Principal Duties and Responsibilities Strategic HR Business Partnering: • Act as a trusted partner to designated senior leaders and leadership teams across the organisation. • Support and/or lead the development and delivery of directorate and service-specific people plans aligned to the wider workforce strategy. • Advise on complex people issues, including performance management, organisational design, change management and employee wellbeing. • Enable the development of compassionate, inclusive leadership aligned with The Deal and the Dorothy House Leadership Framework. • Champion change where appropriate, leading, supporting and advising senior managers on all matters relating to people issues, risk and associated mitigation in relation to change projects and programmes (job design, restructures, organisational reviews, exits and consultations). • Coach managers, enhance people management capability and develop systems, resources and toolkits that enable managers to effectively respond to people-related challenges.	

Workforce Planning & Change

- Partner with managers to assess current and future workforce needs, supporting strategic planning to meet changing service demands.
- Support change initiatives such as service redesign, team integration, organisational change programmes or new ways of working, ensuring regulatory, cultural and people implications are effectively managed.
- Champion inclusive recruitment and workforce transformation practices aligned to organisational recruitment strategies, helping to build a resilient and diverse workforce.

Organisational Culture & Development

- Support wider Organisational Development initiatives to shape and embed a positive, inclusive and psychologically safe culture across the organisation.
- Support delivery of Equality, Diversity and Inclusion initiatives, working to improve access, inclusion and wellbeing across the workforce.
- Actively support the delivery of the One Workforce Strategy by ensuring volunteers and paid staff experience cohesive leadership, support and development
- Talent, Leadership and Capability
- Coach, develop and empower managers to lead compassionate, high-performing teams.
- Support the implementation of leadership and management development programmes across designated service areas.
- Promote wellbeing, engagement and retention initiatives to help reduce turnover and enhance workforce experience

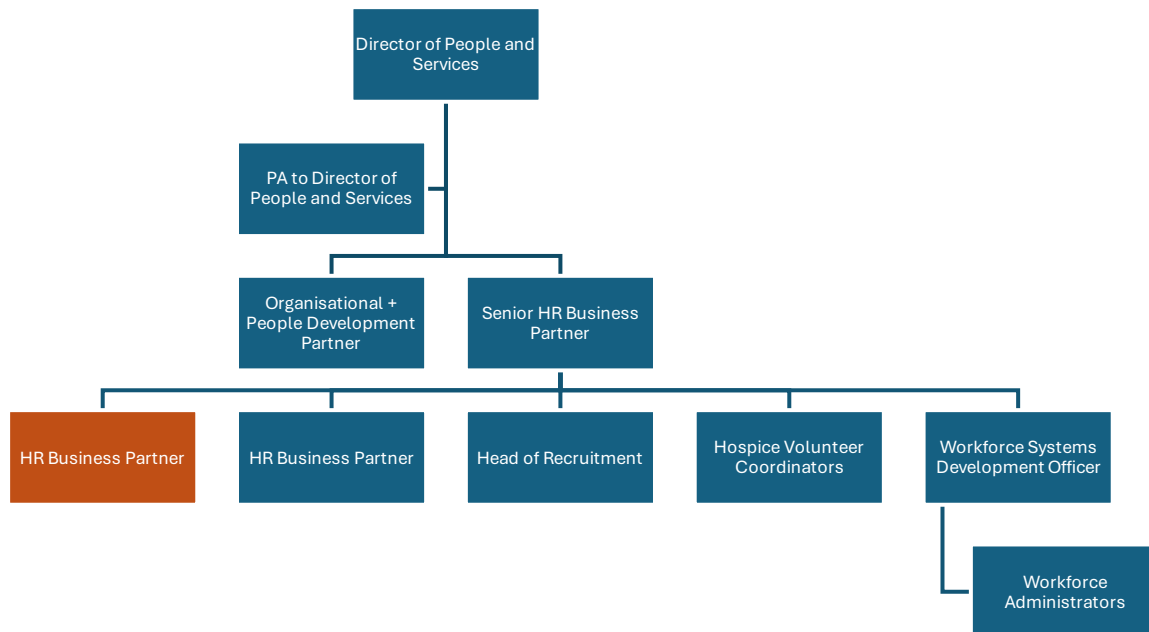
Policy, Governance & Best Practice

- Contribute to the development and review of HR policies and procedures, ensuring alignment with employment legislation and best practice.
- Ensure HR risks, including those relating to employee relations, organisational change and compliance, are identified and managed proactively.
- Maintain high standards of record-keeping, safeguarding awareness and regulatory compliance in line with organisational standards and regulatory requirements

Workforce Data, Analytics and Insights

- Utilise workforce data to provide insights that drive improvement across engagement, inclusion, turnover, absence and talent acquisition.
- Contribute to the design and delivery of workforce audits, pulse surveys and board reports on organisational workforce trends.
- Support the optimisation and consistent use of HR systems to improve workforce planning, recruitment, performance management and people reporting across the organisation.

Structure Chart



Contacts:

- All managers, staff, volunteers and trustees
- Hospice and other partner organisations
- Local schools and colleges
- Disclosure and Barring Service
- Occupational Health and EAP Provider
- ACAS
- Legal Advisor
- Dorothy House Senior Leadership Team

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients homes.

Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Person Specification

Criteria	Essential	Desirable
Proven experience in developing and implementing HR policy.	X	
Demonstrable knowledge of UK employment law, with confidence managing complex employee relations processes (e.g. restructures, TUPE, consultations).	X	
Experience of partnering with managers and leaders to deliver people-focused solutions that support service delivery.	X	
Excellent analytical and problem-solving skills – able to interpret workforce data to inform strategic decisions.	X	
Exceptional written and verbal communication skills - able to influence, advise and coach senior stakeholders and managers.	X	
Skilled in consultation, facilitation and negotiation, with the ability to manage sensitive conversations and drive positive resolution.	X	
Flexible and adaptable, with the ability to manage competing priorities and thrive in a values-led and collaborative environment.	X	
Evidence of continued professional development (CPD) in HR.	X	
Chartered Membership of CIPD (or working towards).		X
Experience working in or partnering with teams in a health and social care / regulated environment.		X
Understanding / experience in organisational design, job evaluation, or workforce strategy development (e.g. reward frameworks or wellbeing strategies).		X