

Job Title: HR Business Partner

**Grade:** Band F

**Reports to:** Head of HR & Organisational Development

Role Responsibilities: Line Management of Employee Relations Team.

No budget responsibilities.

# The Role

Our vision is to transform lives, empowering independence through care excellence for all.

As a HR Business Partner at ECL, you will play a key role in fostering a positive and engaged workforce, ensuring compliance with employment law, and enhancing the overall employee experience.

Working closely with senior leaders, HR teams, and operational managers, you will ensure compliance with employment law and enhancing the overall employee experience through day-to-day HR operations that support employee wellbeing, retention, and performance - ultimately improving the quality of care delivered to our customers.

## Job purpose

To lead on the development and delivery of ECL Employee Relations strategy. Partnering and supporting the HR team and operational managers to create an environment where employees feel valued, supported and aligned to ECL business objectives.

### **Key Accountabilities**

- Work flexibly and collaboratively across structural boundaries as part of cross functional teams, and in support of key functional outputs, regardless of where you sit within the organisation.
- Think creatively, challenging the norms, and constructively challenging those around you (including those more senior) to ensure continuous improvement, commercial astuteness, and inspire the same in colleagues.
- Ensure understanding and the proper assessment and mitigation of risk, including Information Governance, Safeguarding, Health and Safety and Business Continuity.
- Responsible for recognising a disclosure of a concern from an individual that requires a safeguarding intervention to be made and to take appropriate action.



# **Duties and Responsibilities**

## **Strategic Employee Relations**

- Develop and implement a proactive ER strategy that supports business goals, while ensuring fairness, consistency, and compliance with UK Employment Law.
- Ensure that all our people policies are complaint and aligned to our values and cultural aspirations.
- Lead on escalated complex/high risk ER casework ensuring risk mitigation and effective resolution and act as a trusted advisor to management, providing expert guidance on ER policies, legal compliance and best practices.
- To lead reviews of work to identify areas for improvement/simplification and design and deliver necessary remedies to improve productivity and engagement.
- Monitor and analyse ER trends and workforce data to identify themes, mitigate risks and recommend proactive interventions.
- Translate key people data into effective and commercially focused improvement plans to support the Heads of Service.
- Work with the HR team to drive improvements and the delivery of HR employee lifecycle activities (e.g. compensation cycle, performance management review cycle, talent reviews, succession planning) and partner with management to implement the ECL People Strategy.
- To coach and support the management team enabling them to anticipate and pre-empt organisational and people issues.
- Lead on the successful planning and delivery of TUPE projects with the support of the ER team.
- Engage with employee forums and representatives including trade union to promote positive workplace relations.
- Champion a culture of fairness, inclusion and transparency by embedding best practise ER approaches across the organisation.

# **Employee Engagement & Organisational Culture**

- Develop and implement employee engagement strategies that enhance motivation, retention and workplace satisfaction.
- Partner with management to embed a culture where employees feel heard, valued and committed to ECL' values and goals.
- Implement initiatives to improve workplace experience, including employee feedback mechanisms, action planning and culture transformation.
- Act as a change agent in organisational development, ensuring engagement remains a key focus during business transformations (e.g., restructures, TUPE, cultural shifts)
- Coach and guide employees to implement best practice HR management skills.
- Develop and deliver with the Learning and Talent Development team, engaging management development training sessions relating to core HR competencies.

#### Leadership

• Develops the effectiveness and capability of the company through strong leadership and management.



- Contributes to building and delivering cultural change and the development of an organisation which is commercial and fit for purpose.
- Creates a climate of open and honest communication within the context of partnership working
- Builds strong collaborative working relationships both internally and across the external sector.
- Sets an example by maintaining these standards and assisting others, including senior colleagues, to do so.
- Work in close collaboration to deliver the core business of the organisation with all members of the leadership team.

This job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by the line manager.

## **Person Specification:**

## **Education and qualifications**

- Relevant degree and/ or equivalent experience plus CIPD Level 7
- Chartered Member of the CIPD or nearing completion of membership assessment.

### **Skills and Experience**

- Expertise in UK employment law, ER case management and HR best practises
- Experience in leading culture change at a senior level
- Proven experience in driving employee engagement and cultural change
- Strong influencing, coaching and relationship building skills with senior stakeholders
- Expertise in the ability to analyse workforce data, identify trends and create strategic action plans
- Commitment to and understanding of DEI (Diversity, Equity & Inclusion)
- Excellent communication, problem solving and conflict resolution skills
- Demonstrated ability to balance competing priorities/projects with the ability to adapt to the changing needs of the organisation while meeting deadlines and providing high quality work and service level
- UK driving licence and ability to travel between sites when required.

#### **Values and Behaviours**

Ability to demonstrate, understand and apply ECL Values (see below) and be able to evidence these attitudes and behaviours.

- Caring
- Excellence
- Integrity
- Teamwork



