

# Job Description

**Job Title:** People Partner

**Responsible to:** People Manager

## Job Purpose:

To develop and implement HR strategies that support business goals, whilst fostering a positive workplace culture and driving employee engagement. This role plays a crucial role in data analysis, using people metrics to inform decision-making and demonstrate the impact of people-centric initiatives on business outcomes.

## Main Duties:

- > Develop and implement People strategies aligned with business objectives
  - > Contribute valuable insights from day to day work to help shape long-term people strategies and decisions
  - > Undertake specific projects to support delivery of the People strategy
  - > Provide guidance and support to the P&C Officers on people-related issues
  - > Provide advice and guidance on complex, sensitive and contentious people issues to managers to minimise risk by demonstrating up to date employment law knowledge
  - > Oversee performance management processes
  - > Produce and analyse workforce data to inform strategic decisions
  - > Use appropriate metrics, surveys and employee engagement feedback to identify problem areas and develop appropriate interventions and solutions
  - > Facilitate organisational change and cultural transformation projects
  - > Build networks and share knowledge, experience and lessons
  - > Undertake research and analysis as required
  - > Proactively develop the P&C Officers and P&C Coordinators to ensure they deliver a customer-focused, efficient and effective service to all stakeholders
  - > Support and guide Acorn's managers to identify individual and Team strengths so they can address and plan development requirements, to include training needs and planned experiences.
  - > Support Equality, Diversity and Inclusion initiatives and continuous improvement in people practices in all areas of the organisation
  - > Lead the quarterly Staff Forum to ensure colleagues have a voice to enhance engagement within the organisation
  - > Engage and collaborate with the Wellbeing Partner in new and existing initiatives
  - > Consistently behave to the highest professional standards
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## Other Duties:

- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.

- > To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support.
- > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
- > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- > To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
- > To carry out any other reasonable duties commensurate with the role.
- > Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

### Infection Prevention and Control

All employees and volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.

### Health and Safety

All employees and volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE) when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All employees and volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

### Environmental sustainability

All employees and volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

### Safeguarding

Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.

### Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data protection laws, including the Data

Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict confidentiality to protect both individuals' privacy and the organisation's legal obligations.

### Equality, Inclusivity and Diversity


All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.



## Person Specification: People Partner

	Essential	Desirable
<b>Qualifications</b>	> CIPD Level 7 or have equivalent experience	> Chartered Member CIPD
<b>Experience</b>	<ul style="list-style-type: none"> <li>&gt; Evidence of successful project management</li> <li>&gt; Demonstrable experience of working at a senior level handling highly complex, issues and projects</li> <li>&gt; Experience of working as part of a management team</li> <li>&gt; Experience of writing, presenting, and leading on the delivery of detailed information to support Organisational objectives</li> <li>&gt; Demonstrable experience at a senior role as an autonomous practitioner within a related people function</li> <li>&gt; Understanding of the national agenda affecting the workforce</li> <li>&gt; Strong ability to lead, influence and negotiate at senior levels utilising different styles, approaches and expertise when working with managers and staff and colleagues</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>&gt; Excellent interpersonal skills including strong written and verbal communication skills and ability to present complex written and verbal information in a logical manner</li> <li>&gt; Ability to analyse workforce trends, identify key concerns and act in a solution- focused manner</li> <li>&gt; Ability to solve complex problems and make independent decisions</li> <li>&gt; Demonstrate political awareness internal</li> <li>&gt; Ability to build relationships and work at all levels of the organisation, influencing across a range of professional groups and levels within the organisation and with external stakeholders</li> <li>&gt; Attention to detail</li> <li>&gt; Ability to meet deadlines under pressure</li> <li>&gt; Ability to use own initiative</li> <li>&gt; Ability to prioritise workloads and meet tight and multiple deadlines/competing demands</li> <li>&gt; Ability to exercise professional judgement work autonomously and be self-motivated to complete own work and motivate others</li> <li>&gt; Results orientated and a completer finisher</li> <li>&gt; Customer focused</li> <li>&gt; Empathetic, using tact and diplomacy</li> <li>&gt; Able to demonstrate a high level of emotional intelligence</li> <li>&gt; Able to manage professional boundaries</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>&gt; Commitment to professional development and growth</li> <li>&gt; Ability to travel between sites</li> <li>&gt; A collaborative leader, comfortable with managing a team and being a good team player</li> <li>&gt; An advocate of Acorns values and be committed to equality and diversity and inclusion</li> </ul>	
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li> <li>&gt; Open to change and continuous improvement</li> <li>&gt; Ability to remain calm under pressure</li> <li>&gt; Commitment to the People strategy &amp; its success</li> </ul>	

## Terms and Conditions of Employment

Three overlapping shapes: a green triangle, a blue circle, and a purple square.

<b>Job Title:</b>	People Partner
<b>Responsible To:</b>	People Manager
<b>Location:</b>	Nearest Acorns Hospice (Walsall, Birmingham or Worcester) with some remote working
<b>Salary:</b>	£39,000 - £42,000 per annum
<b>Notice:</b>	8 weeks
<b>Hours:</b>	37.5 hours per week
<b>Holidays:</b>	27 days plus statutory bank holidays
<b>Pension:</b>	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme).
<b>Life Assurance:</b>	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover (if already in scheme)

All terms and conditions will be detailed in writing together with the Employee Handbook which must be read and observed.

