

Job Description:

UK HR Business Partner

General role information	
Job Title:	UK HR Business Partner
Reporting to:	UK HR Manager
Salary Band:	Band H (London £42,600.51-£51,546.61 , Outer London £38,727.73 to £46,860.56)
Notice period:	3 Months
Budget Responsibility?	No
Contract type?	Permanent
Direct Reports?	Yes
Client facing role?	No
Key stakeholders – internal?	Head of Operations, Head of Nursing, Medical Management,
Key stakeholders – external?	Legal advisors , Occupational Health, CCGs, NHS data reporting
About MSI Reproductive Choices	
<p>At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every person has the right to make choices about their own body and their own future. As one of the world's leading providers of contraception and safe abortion care, we give people the means to do so. Our colleagues, working across 37 countries, provide high quality, safe services to people, when and where they need them. Because when a person can determine their own future, they can contribute to creating a better, more sustainable future for everyone.</p> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all colleagues and post holders to share our values and commitments.</p>	
The department/team	
<p>The HR function is responsible for ensuring the appropriate, sustainable, organisational structure is in place for MSI Reproductive Choices UK to achieve its mission, goals and objectives. As custodians of the values and culture of the organisation, the HR team are responsible for the employment policies, procedures, practices and systems that govern the full colleague life cycle.</p>	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

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The role

The HR Business Partner (HRBP) plays a key role in providing a pro-active, professional, and efficient HR service ensuring policies, procedures, legislation ensuring best practice is adhered to, working collaboratively with key business stakeholders to identify opportunities, solutions and risks associated with organisational decisions.

The HRBP is expected to provide a first-class Employee Relations service to line managers and colleagues that embodies our company values and minimises disruption to the day to day running of the company whilst being compliant with UK legislation and company policy.

The HRBP will contribute to the effectiveness of HR service delivery and will be an active participant and role model within the HR Team and wider organisation. The HRBP oversees the day-to-day operational work of the HR Operations team and will deputise for the UK HR Manager, when appropriate.

Key Responsibilities

- To lead on all HR systems, processes and developments, to ensure an efficient HR administration service is provided to stakeholders, ensuring compliance with HR organisational processes and legal requirements and that our managers are aware of their obligations in connection with HR administration.
- To oversee our employee relation caseload, including supporting stakeholders with investigations, disciplinary, absence, performance, grievance and organisational change matters including TUPE
- Creation of a range of documentation including HR KPI reports
- Support creation of and delivery of management and leadership related training modules .
- Act as MSI UK's lead for Occupational Health relating to complex colleague management referrals, including long term sickness absence.
- To be an escalation point for the Senior HR Advisor and HR Advisor in reference to employee relations cases.
- To escalate sensitive or complex queries and problems where necessary to the UK HR Manager.
- To attend stakeholder meetings as appropriate as the HR Representative, including occupational health, policy group and integrated governance committee
- To manage our policy review process, ensuring all people policies are up to date and are compliant with current employment legislation .
- To coach and mentor key stakeholders to improve their own performance and completion of people business plans, and to promote self-service with HR matters where appropriate.
- To oversee the management of the annual performance process and bi-annual colleague engagement survey, including the delivery of performance management training, compliance reporting and feedback.
- To oversee completion of reports from an HR perspective regarding all CQC/ICB requests and NHS reporting requirements including the WDMS and WRES reports.

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- To support and coach the HR Operations team with all aspects of their job description and support the development of their Employee Relations skills set.
- To work closely with the wider HR team, namely the Recruitment and Learning team, to contribute in the delivery of the HR people plan.
- To review and analyse the quarterly and monthly KPI reports, as well as providing consultancy advice to stakeholders relating to their KPI figures and communications to the executive team.
- Complete any administration in relation to SAR (Subject Access Requests).
- Provide HR support to the wider HR function on appropriate annual processes such as pay and bonus review processes, IR35 reviews and HR data cleanse exercises.

Management

Line manage a number of colleagues, including:

- Setting of practical objectives aligned to the people strategy
- Proactive management of the full employee lifecycle i.e., recruitment, induction, absence management, family friendly leave, employee relations, performance management, development plans and leavers.
- To undertake any duties appropriate with the post and as directed by the UK HR Manager.

Please note, this role involves travel to the UK London Support Office, One Call and UK Centres/Clinics.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: