

JOB DESCRIPTION

POST:	People Business Partner
DIVISION:	People and Culture
RESPONSIBLE TO:	Director of People and Culture
SALARY:	£36,459 - £41,850
CONTRACT:	Fixed term contract (maternity cover)

Children First - Vision and Values

Children First is Scotland's national children's charity. We stand up for every child because all children should have a safe childhood. We protect children from harm and support them to recover from trauma and abuse through our national and local services. We help children, their families and the people that care for them by offering emotional, practical, and financial support. We give children hope and a safer, brighter future.

Our core values guide how each one of us works in our individual day to day job:

- With love, we put children first.
- With purpose, we transform children's lives together.
- With strength, we do whatever it takes to protect Scotland's children.

Diversity Equity and Inclusion

At Children First, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children First where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

Role Summary

This role will work alongside services to provide comprehensive People Business Partnering. This will involve working closely with leadership teams across the organisation, supporting with staffing, budgeting as well as day to people management issues and enquiries as they arise. The role will have a responsibility for one or more strategic HR Functions across the organisation.

We're looking for a confident and organised People & Culture Business Partner to join our friendly People & Culture team on a fixed-term basis to cover maternity leave.

You'll be joining a close-knit People & Culture team that is supportive, values-led, and proud of the work we do. The team includes our Director of People & Culture, People & Culture Manager, People Business Partner, a Learning & Development Manager, and a Volunteer Coordinator and People and Culture Officer. You'll work closely with the whole team to ensure smooth operations, support colleagues across the employee cycle, and contribute to continuous improvement initiatives. We believe in combining structure and consistency with curiosity and creativity, and we're excited to welcome someone who brings the same energy.

Key Results Areas

1.1 Business Partnering:

- Build strong partnering relationships with people, working in collaboration with stakeholders to deliver end to end HR processes.
- Maintain excellent knowledge of relevant employment legislation and organisational policies and procedures to help managers resolve complex HR issues.
- Being an integral part of local leadership teams along with Finance Business Partner to be part of local decision making, assist in business planning and provide high quality, professional HR advice.
- Know the services supported so that when opportunities, challenges or issues arise, you are well placed to quickly respond.
- Be available to services for ad-hoc enquiries as they arise.
- Work with teams to monitor HR metrics and provide early intervention and a proactive approach to people issues.
- Work with managers to help them understand HR metrics for their areas of responsibility and what they mean in the context of Children First and the wider sector and economy.
- Provide support in relation to business change, particularly around onboarding, offboarding, redundancy and TUPE situations.
- Work with teams to support recruitment, particularly around new contracts so that people are in post for contract mobilisation.

Training and Development

- Coach and support people managers in the best way to manage situations to reach the best outcomes for the employee, team and organisation.
- Reflect and debrief on HR matters to understand what went well and what could be improved.
- Provide formal training on elements of the People and Culture Function to support the organisation.
- Seek out learning and development opportunities that support the wider organisational goals.

Strategic HR:

- Be the organisational lead on one or more strategic HR function e.g. Organisational Design and Development, Employee Engagement, Reward and Recognition, Recruitment or Employee Engagement.
- Promote and embed new People initiatives across the organisation.

Policies, Processes and Procedures:

- Along with the People and Culture Manager and Director of People and Culture, conduct regular reviews, evaluate, and revise relevant policies and procedures.
- Contribute to the review of other organisational standards and policy documents including those in other areas of business where there is an overlap with People policies.
- Ensure HR systems are efficient, accurate and fit for purpose

Other:

- Work within budget allocations and assist the People and Culture Manager and Director of People and Culture in setting and monitoring budget spend.
- Support and contribute to the development of bids and tenders to ensure that staffing considerations are included at the outset of the process.

Keep up to date in developments in HR, People Management, Employment Law and Learning and Development.

What We're Looking For

We're looking for someone who enjoys a role that combines structure with variety and who takes pride in delivering a high standard of work. You'll be great in this role if you have:

- Previous experience in a Business Partner role
- Excellent attention to detail and strong organisational skills
- A calm and friendly communication style, both written and verbal
- A proactive mindset and the ability to spot what needs doing and take the initiative
- Ability to handle sensitive information with confidentiality and care
- A problem-solving approach and enthusiasm for continuous improvement
- A team player attitude, willing to help out and get stuck in where needed

What You'll Get From Us

- A supportive and people-centred team, with space to contribute ideas and grow
- Opportunities to develop your skills in systems, learning and process improvement
- 40 days annual leave, inclusive of bank holidays
- Pension scheme and wellbeing support
- Flexible and hybrid working arrangements
- The chance to shape and improve how we work behind the scenes
- A workplace with values of with love, with purpose and with strength

Corporate Responsibility

- Be committed and adhere to Children First vision, mission and values.
- Comply with Children First Safeguarding policies and procedures.
- Comply with Children First Code of Conduct and any relevant professional standards relating to the role.
- Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children First Participation Standards.
- Actively consider the involvement of volunteers in all areas of our work and to implement the Children First Volunteer Development Policy.
- Observe all health and safety requirements.
- Work within and promote policies in relation to Diversity Equity and Inclusion and anti-discriminatory practices.
- Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

Need to Have	Need to Show	Need to Know	Need to Be	Core Values
• CIPD Level 5 or equivalent professional qualification in Human Resources (or working towards). • Evidence of continuous professional development in HR, employment law, and people management. • Awareness of and interest in the work of Children First	Proven experience in: • a People/HR Business Partner role, ideally within a complex or multi-site organisation. • Providing strategic and operational HR advice to managers. • Managing employee relations cases, including complex issues. • Supporting organisational change processes (e.g TUPE, redundancy, restructuring). • Leading or contributing to strategic HR initiatives such as organisational design, employee engagement, or reward and recognition. • Experience in coaching and developing managers. • Familiarity with recruitment processes and workforce planning.	• Strong understanding of UK employment law and HR best practice. • Knowledge of HR metrics and ability to interpret and apply data for decision-making. • Awareness of diversity, equity, and inclusion principles and their application in HR.	• Values-driven and committed to Children First's vision and values. • Calm, approachable, and resilient under pressure. • Collaborative team player with a willingness to "get stuck in" where needed. • Curious and creative mindset, open to continuous improvement. • Commitment to diversity, equity, inclusion, and anti-racist practice. • Empathy and understanding of the challenges faced by children, families, and staff in the charity sector. • Able and willing to travel as required to services and offices across the region.	Our core values guide how each one of us works in our individual day to day job: • With Love, we put children first • With purpose, we transform children's lives together. • With strength, we do whatever it takes to protect Scotland's children.

