



JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	Senior People Partner
Reports to:	Director of People & Engagement
Location:	tbd
Department:	People

2. ABOUT THE ROLE	
What you'll be doing?	You will partner with and support assigned business leaders, working to deliver their business objectives whilst ensuring a great employee experience for their people.
Key Responsibilities	<p>Collaborate closely with leaders to understand and analyse people challenges, and develop commercially focused People plans to maximise employee engagement and organisational sustainability</p> <p>Manage the workforce plan in liaison with Finance</p> <p>Identify gaps in internal capabilities and performance and build strategic recruitment and development plans to achieve desired business results</p> <p>Oversee effective implementation of all annual cycle events</p> <p>Lead on the people aspects of business transformation and change initiatives, ensuring effective organisational design and modes of working</p> <p>Manage complex employee relations issues, mediating and resolving conflict when necessary</p> <p>Project manage key People initiatives for OneQA</p> <p>Advise and coach leaders and managers on People policies & practices and interpersonal skills</p> <p>Collaborate across the people team to initiate and support development and implementation of tools, processes and programmes</p> <p>Champion organisation values and culture ensuring they are clearly communicated and contribute to a positive work environment</p>
KPIs	<p>Reduction of regretted leavers/leavers with <1 years' service</p> <p>Achievement of diversity targets</p> <p>Projects & annual cycle events delivered on time, to appropriate standards, within cost parameters, and no unknown risks arising</p> <p>Clearly documented capability and talent maps across assigned teams with associated workforce plans</p> <p>Achievement of departmental headcount budget and adherence to salary ranges</p>

Key Working Relationships	Senior members of assigned functions, Finance Directors, People Team managers & SMEs , People Advisers
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3. ABOUT YOU

Competencies	<p>Core</p> <ul style="list-style-type: none"> Integrity - 3 Accountability - 2 Communication - 3 Adaptability - 2 Initiative - 3 <p>Role Specific</p> <ul style="list-style-type: none"> Stakeholder Management - 3 Emotional Intelligence - 3 Change Advocate - 2 Conflict Resolution - 3 Strategic Thinking - 2
Your Experience	<p>Many successes in delivering stated business objectives through effective business partnering</p> <p>Managing multiple stakeholders, sometimes with conflicting agendas, and facilitating teams to deliver x-group objectives</p> <p>Sound talent management and workforce planning experience</p> <p>Demonstrable experience of using data to identify issues and inform decision-making</p> <p>Exposure to TUPE and post-close integration activity would be advantageous</p> <p>Experience across multiple organisations with some blue-chip exposure in recent past</p>
Your Knowledge	<p>Understanding of People levers that drive productivity and strong commercial acumen</p> <p>Generalist knowledge base, with strengths in change and/or talent management</p> <p>In depth working knowledge of current employment law</p> <p>Confident with numbers and data analysis</p> <p>A keen understanding of how SME and/or PE backed businesses operate</p> <p>Appreciation of consulting and/or services businesses helpful</p>

Your Qualifications	<p>Degree in Business/Psychology or similar preferred (or comparable experience)</p> <p>CIPD Chartered Membership - ideally a Fellow</p>
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<p>What you'll bring to QA</p>	<p>Energy, enthusiasm and a 'can do' attitude - you enjoy rolling up your sleeves, getting stuck in and pushing for results</p> <p>Adaptability - you relish the opportunity to learn and develop in order to achieve</p> <p>Emotional resilience and the ability to deal with ambiguity - very little fazes or overwhelms you</p> <p>Flexibility - some travel to other sites within the UK will be required</p>
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