

Working for St Ann's

We're proud to care
We're proud to work together
We're proud to make a difference



At St Ann's, there's one thing that motivates us, and that's providing excellent care and support to those living with or affected by life-limiting illnesses.

We're continuously developing our plans for delivering world-class, innovative care and to ensure St Ann's is in the best shape possible for future generations.

You'll be challenged, inspired and empowered to help us achieve our purpose and to play your part in making a difference.

All of our team members will role model our core values...

People matter

People are at the centre of everything we do. We treat each other, and ourselves, with kindness and compassion. We value and celebrate diversity; recognising everyone as an individual.



Brave and bold

We want to grow for the future, not settle. We're not afraid to do things differently, get creative, challenge ourselves and the status quo. We're ambitious in our aims, accountable for our actions and learn from our experiences and successes.



Lead and learn

We're experts in what we do, and we don't stop there. We're always learning; informing and shaping the sectors we're in through education, training and research. We lead by example; sharing best practice, advancing in our fields and pioneering new approaches.



Together we are stronger

Together, we're stronger and have a bigger impact than we could have alone. As a charity, we work in collaboration with supporters, partners and the communities around us. We think beyond traditional boundaries to make sure we're here for our communities for years to come.



Job Role Profile

Title	People Business Partner
Salary	Band 7 Competency Based Framework £44,473 - £50,056 (pro rata)
Location	Heald Green with cross-site travel
Responsible to	Head of People and Culture

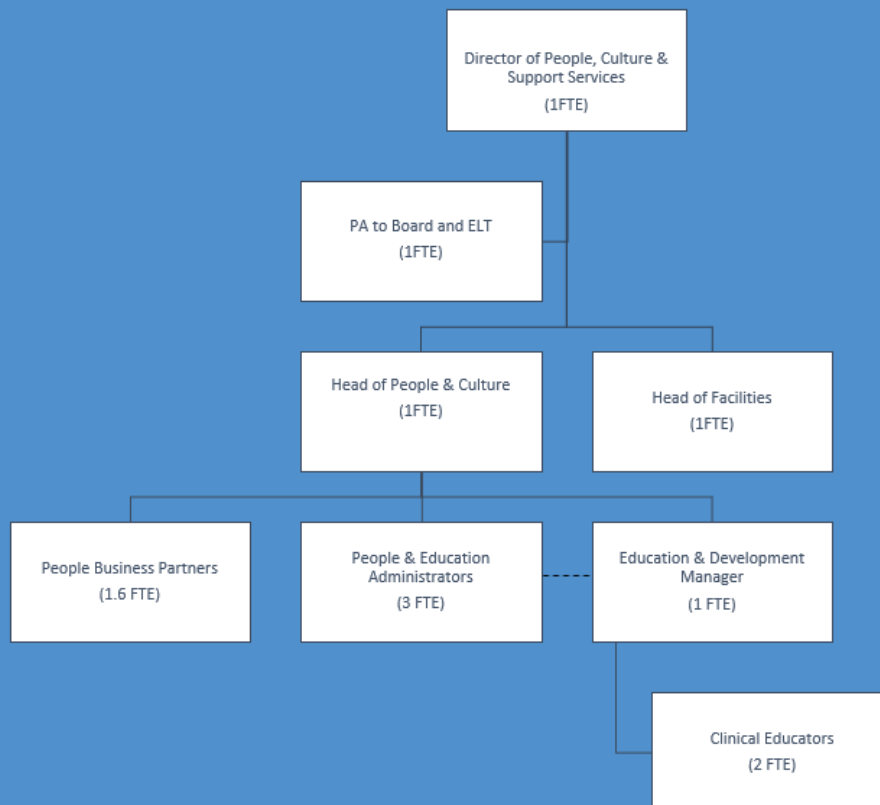
Core Purpose

To provide a comprehensive business partner service that delivers best practice.

Job summary

The postholder will proactively partner with the organisation, providing support, advice and challenging strategic and operational decision making through insights that drive better organisational performance.

The People Business Partner will be responsible for supporting the implementation of the hospice's People & Culture strategy and for managing the day to day operational aspects of HR.



Responsibilities

The People Business Partner will:

- ✓ Build relationships with managers, gain in-depth understanding of the business to be able to effectively support the business from a people perspective.
- ✓ Develop a thorough understanding of workforce requirements, in order to assist in the development and implementation of workforce plans to enable the achievement of strategic objectives.
- ✓ Support the business in building a credible talent and succession pipeline
- ✓ Work in collaboration with the Education & Development Manager to ensure current and future organisational capability
- ✓ Be the subject matter expert in Employee Relations matters, providing managers with advice and guidance through complex People cases, effectively managing risk to the business.
- ✓ Identify skills gaps and development needs in managers and deliver business focused solutions to develop capability.
- ✓ Report on key People KIP's, responding to data and proactively developing solutions
- ✓ Support the provision of an effective recruitment and selection administration, ensuring safe recruitment practices
- ✓ Develop and review People related policies and procedures
- ✓ Contribute to the development and implementation of the hospice's People & Culture Strategy, taking a lead on initiatives and effectively measuring value and impact
- ✓ In collaboration with the Head of People and Culture ensure delivery and continuous improvement against the Investors in People framework
- ✓ Contribute to the setting of the People budget and monitor spend against budget
- ✓ Deliver and facilitate the People Masterclass on the hospice's Inspire and Aspire leadership development programmes
- ✓ Support the organisational induction programme.
- ✓ Undertake any other duties that may be reasonably assigned

Requirements

- ✓ A post graduate CIPD qualification at Level 7 or equivalent experience (membership of the CIPD is desirable)
- ✓ Experience advising managers on employment People issues and dealing with People case management.
- ✓ Up to date knowledge and understanding of employment legislation and best practice including equality, diversity and inclusion.
- ✓ Sound knowledge, understanding and experience of using IT systems, including Microsoft packages and HR systems.
- ✓ Experience of undertaking the NHS Job Evaluation Process is an advantage, but not essential.
- ✓ Demonstrate effective use of technology to support People practices
- ✓ Experience of coaching and mentoring skills is an advantage, but not essential
- ✓ Experience working in a charitable and / or healthcare setting is an advantage, but not essential.
- ✓ Experience of working with Trade Unions is an advantage, but not essential.
- ✓ Demonstrate the hospice's values
- ✓ Demonstrate competence against the hospice's Leadership Behaviours
- ✓ Travel to other Hospice sites
- ✓ Demonstrate Continued Professional Development

Terms and conditions for the People Business Partner

Contract	Permanent
Work Pattern	30 hours over 4 days per week, Tuesday to Friday.
Location	Heald Green with cross site working
Free Parking	Free parking at our Heald Green and Little Hulton hospice sites.
Holiday	35 days, increasing to 37 days after 5 years' service and 41 days after 10 years' service (pro rata, inclusive of bank holidays). In addition staff are able to buy up to 1 weeks' holiday per year via salary sacrifice, pro rata.
Pension	Contributory Stakeholder pension in which we match up to 7% of your gross salary. Or the ability to continue with a previously held NHS pension (subject to making contribution's into the scheme in the previous 12 months).
Life Cover	All staff in the Scottish Widows Pension scheme (with the exception of bank staff) are provided with life cover of three times their basic salary in the event of their death whilst employed by St Ann's Hospice.
Health Cash Plan	We offer access to an employee paid health cash plan. That allows employees to spread the cost of health expenses including dental, optical, physiotherapy and more.
Employee Assistance Programme	Employees can access telephone and online counselling 24 hours a day. Face to face counselling is also available and support on issues including debt, employment law, benefits and housing.
Probation	Six months
Notice	12 weeks



St Ann's Hospice, St Ann's Road North, Heald Green, Cheadle, Cheshire SK8 3SZ

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