

RECRUITMENT INFORMATION PACK

Human Resources Business Partner (HRBP) – Human Resources Department

Hours: 35 hours per week

Salary: £40,679

Annual Holidays: 6 weeks plus bank holidays

Location: Head Office (Bradford) with some travel to schemes

You must have a driving licence and a vehicle for business use

Role closing: 11:59pm 24th November 2024

Interviews: 3rd December 2024



Being part of an organisation that makes a difference - Horton Housing Association

Horton Housing manages more than 30 different housing, training and support services across Bradford, Calderdale, Kirklees and North Yorkshire.

We work with people experiencing a wide range of circumstances, including homelessness, drug and/or alcohol issues, ill-health, unemployment and domestic violence. We work with people of all ages, refugees, Gypsies and Travellers, people with disabilities and people with offending histories.

We have a wide range of accommodation schemes in the community. We also provide specialist accommodation, including a home from hospital scheme, Gypsy and Traveller sites in North Yorkshire and Group Living Services for young people. We offer support for people living in their own homes and we run a training centre that helps people find work or develop skills for everyday life.

Horton Housing is committed to equality, diversity and inclusion (EDI) and providing services that are inclusive and accessible for everyone.

OUR PEOPLE

Horton Housing Association (HHA) is committed to being a great place to work for everyone who works here, and we get some really positive feedback from our colleagues.

In our recent annual colleague survey, more than 9 out of 10 respondents told us that:

- They had a good relationship with their line manager
- HHA's values align with their own
- They believe that Horton's work positively impacts people's lives
- They feel involved in their work.

And when we asked some of our colleagues about the best part of working at HHA here's a snapshot of what they told us.

- *"The people. The people I work with. Every person's different and that's what I like about it, and I like watching people changing their lives."*
- *"The Training is the best bit of it. It equips you to do the job role as successfully as you can. It's very rewarding, it's been fantastic, I wouldn't change it for the world."*

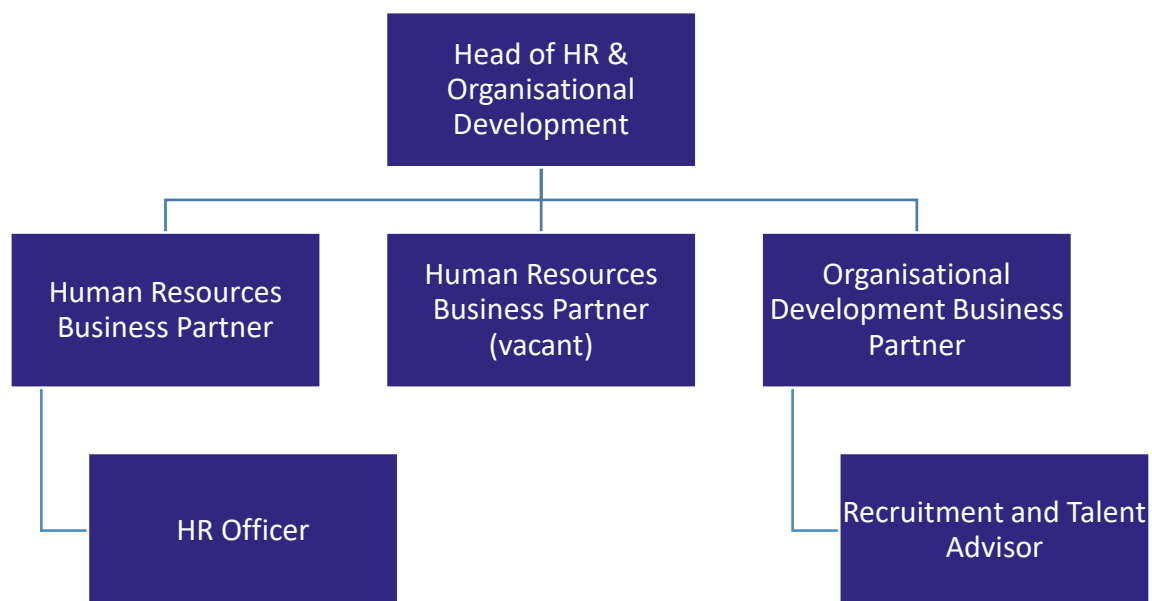
In short, we care about people. We work hard to be a great place to work, so that we can improve lives together.



About the department

The HR team provide guidance and advice to all our colleagues on all people related matters. The team has two main areas of focus, which can be split into Employee Relations (ER) support and Organisational Development (OD) support. The ER team provides support to our management teams with casework related to Horton's policies (i.e. Disciplinary, grievance, performance management, absence management, TUPE, management of change and flexible working etc.). The OD team provide support for all recruitment campaigns across the organisation as well as policy development, management training and embedding our talent management strategy. In addition to the day-to-day advice, the team currently lead on a number of review projects including pay and grading, reward and recognition, wellbeing and benefits.

The team provides HR advice to all schemes and services that cover the following geographical areas - Bradford, Calderdale, Kirklees and North Yorkshire.



Message from the Recruiting Manager

Hello,

Thank you for your interest in this position. The HR team is a relatively new team with lots of ideas about making some significant changes to how we deliver HR support here at Horton. We have recently started on our journey to adopt the strengths based approach in the HR team and are looking at ways we can improve and reduce the impact of HR processes on our colleagues. This is an exciting time to join a friendly and supportive team and help us achieve our ambitions.

We are looking for someone to join the team who thrives when working in a busy and varied HR role, and is passionate about the role of HR in improving organisational performance and colleague experience. You will also be someone with a strong focus on your own development and be keen to get stuck into a range of HR projects where you will be supported to develop new skills and knowledge. If this sounds like you then please get in touch.

Job Description

REPORTS TO: Head of HR and Organisational Development

To provide effective and evidence-based HR solutions, support and advice to the organisation to enable the business to deliver its HR strategy and address its people challenges. To build and maintain effective working relationships with all stakeholders and lead and motivate the HR team to deliver an effective and highly regarded HR service.

RESPONSIBILITIES

- To undertake a business partner approach with all schemes/services in order to deliver an outstanding HR service.
- Build and maintain excellent relationships with Heads of Service and their management teams, in order to understand the Services and have a collaborative and pro-active approach to solving people issues.
- Work with Services/Schemes to define future capability requirements to meet organisational objectives.
- To undertake all casework in a designated area of the organisation including Management of Change and TUPE projects.
- Work in partnership on projects to aid continuous improvement and implement organisational and procedural change within the organisation.
- Coach and support our managers to provide engaging leadership and drive high performance.



- To support and promote a strength-based approach across the organisation.
- To undertake project work with the team to continually improve the HR service including policy development, management training and other ad-hoc work.
- Support the Head of HR & Organisational Development to deliver organisational-wide projects (i.e. pay & grading, reward & recognition, health & well-being, IIP, EDI etc.).
- In liaison with the Head of HR, take responsibility for management of the HR system and data reporting.
- To support and coach other team members to ensure their continual development.
- To deputise for the Head of HR & Organisational Development, as and when required.
- Undertake continuing professional development including participating in performance and development reviews and attending training as and when required.
- Keep up to date with current employment legislation and best practice and ensure implementation within the service.
- Experience of dealing with matters confidentially and sensitively with a sound knowledge of General Data Protection Regulation.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.

Person Specification

ESSENTIAL

Essential for Horton Housing:

- Ability to maintain professional boundaries
- Commitment to Equality, Diversity and Inclusion
- A willingness to undertake any further training required
- Ability to work flexibly to meet the needs of the service/department
- A full UK driving licence and use of a car for work

Essential for the role:

- Qualification in CIPD (level 7) or equivalent experience.
- A proven ability to build positive and effective working relationships with key stakeholders, including managers and Heads of Service.
- Experience leading and managing complex HR projects including MOC and TUPE.
- Experience of coaching and advising managers.
- Ability to deal with complex employee relations cases.



- Ability to develop/coach team members.
- Experience of policy development with the ability to write well-defined policies and procedures.
- Experience designing and delivering HR related training programmes.
- Experience of delivering continuous service improvement initiatives.
- Excellent communication skills both written and verbal.
- Excellent IT skills including experience of HR databases.
- Knowledge and experience of applying current employment law.



Our Values



Be Supportive

We are kind, helpful and caring. We create safe spaces where people are listened to with compassion, empathy and understanding.



Be Respectful

We are inclusive and approachable. We work together in an open and transparent way to build trust and understanding.



Be Bold

We are positive, empowering and resilient. We are ambitious and work flexibly to provide opportunities for growth.

Our Commitment to Equality, Diversity and Inclusion

HHA aims to be an equal opportunities employer. HHA is committed to ensuring that no job applicant or colleague receives less favourable treatment on the grounds of a protected characteristic, criminal history or any factors irrelevant to a person's ability to do a job, at any stage of the recruitment process or in the terms and conditions offered. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where everyone belongs. To achieve this we are committed to actions that will increase diversity and to encourage applications from candidates who are underrepresented in sections of our workforce. We are a Disability Confident and Clean Sheet Employer.



What can you expect from working at Horton Housing Association?

Community Culture

At Horton Housing, our working culture is one based on trust, respect and inclusion. We focus on open communication, starting from the very top with consistent communication from our Chief Executive Officer (CEO). With regular meetings across schemes and departments, we really are a community who can rely on each other.

Personal Growth

We offer a multitude of development opportunities for our colleagues, including: funded qualifications, job shadowing, secondments, and internal promotions or movements across different schemes and departments.

Wellbeing

We know that work/life balance is at the heart of employee wellbeing. That's why our full time work week is only 35 hours, and we offer flexible working where possible. We also offer 6 weeks holiday (+ Bank Holidays) so you can spend more time doing what you love.

We're partnered with Health Assured to offer you free counselling available 24/7, a confidential helpline, and an app offering a range of wellbeing resources (health plans, meditation, recipes, and podcasts).

Because Financial Wellbeing is as important as mental wellbeing, we also offer an interest free employee loan scheme up to £1200.

Taking Pride in Our Vision

At Horton we always strive to deliver the best and meet the highest standards – whether this be our accommodation, support, maintenance or central services teams. We value the unique skills and experience that each of our colleagues bring to help us achieve our ambitious goals.

Empowering You to Succeed

HHA is a Strength Based Organisation, and just as we recognise the people we support to be experts in their own lives, we recognise our colleagues as experts in their roles – and encourage everyone to work with autonomy and pride. To help you reach your potential with us, we offer a range of internal training courses, including a thorough induction when you start.

Colleague Engagement

There are lots of opportunities to get involved at Horton, with a Wellbeing and EDI group open for anybody to join and have their say. We also post good news and announcements across the organisation on our SharePoint. You may even be interviewed for our quarterly magazine!

Did you know: Our CEO started with HHA as a Support Worker and worked all the way up!



How to Apply

To apply for this role, please complete the application form in full via our website.

We shortlist based on each vacancy's job description. As such, please tailor your application to the person specification, stressing how you meet the essential criteria.

Contact us

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