



Job Description

Job Title: Assistant HRBP
Accountable to: Senior HRBP
Location: Remote base, with travel to our services and offices as required

Practice Plus Group's mission is **Access to Excellence**. Our core values are;

- we treat patients and each other as we would like to be treated
- we act with integrity
- we embrace diversity
- we strive to do things better together

Patients can only access excellence if we commit to living our values in everything we do when we're at work.



Your role

Reporting to the Senior HR Business Partner, you will be the first point of contact for Line Managers, responsible for the provision of a professional, commercially focussed and legally compliant HR advisory service across the North Region. You will provide support to our HR Business Partners within the North Region, managing a caseload of employee relations activity. In addition, you will coach and support our line managers to develop line management capability in key areas of employee relations, such as conduct, capability, management of absence and resolution of grievances. You will provide management information in key areas of employee relations and work with HRBPs and Head of HR to deliver ad-hoc projects, contributing to the delivery of our People Plans within Health in Justice. This is a generalist role, primarily responsible for managing a caseload of employee relations activity, providing on-site and remote coaching support to our management teams.

Key responsibilities

- First point of contact for the provision of commercially sound, solutions focussed, HR advice and support to line managers, on the full range of employee relations issues, including but not limited to sickness absence, conduct, grievance and capability cases;
- Provide on-site and remote coaching support to line managers across the employee life cycle including managing a caseload of employee relations activity incorporating but not limited to, sickness absence reviews, disciplinary and grievance investigations/hearings and performance capability meetings;
- Build credible and productive relationships with management teams across North region to provide and promote a high quality and solutions focussed generalist HR service to services.
- Support, coach and guide line managers on the interpretation of PPG HR policies and procedures, and support HR Business Partners in wider delivery of associated HR training to line managers;
- Advocate and facilitate engagement with the range of services available to promote employee wellbeing across the allocated units and services, including EAP and Occupational Health services.
- Support induction of new line managers, to ensure managers are aware of responsibilities in terms of people management;
- Responsible for the provision of accurate and detailed monthly HR management information on all employee relations matters within region;



- Support HR Business Partners in the development and revision of HR policies and procedures, ensuring best practice and legal compliance;
- Develop and maintain good working relationships with line managers and HR team, so as to promote a highly credible, value adding HR service;
- Ensuring HR advice provided via the HR helpline is clearly documented and followed up, and that complex employee relations matters are escalated to the relevant HR Business Partner;
- Manage the ER Tracker across the North region, ensuring that the information held is up to date and providing appropriate reporting.
- Provide HR project support and assistance to HR Business Partners and wider HR team in relation to any necessary mobilisation, TUPE, and change management initiatives. For example, job re-design, redundancy and re-organisation;

Skills & experience required:

- CIPD level 5 qualified;
- Experience of operating within a HR function, engaging with a range of stakeholders;
- Experience of managing a varied employee relations caseload.
- Solutions focussed, with commercial insight;
- Proven written, verbal and presentation skills;
- Knowledge of UK employment law with desire to specialise in employee relations;
- Ability to plan and prioritise effectively;
- Well-developed analytical skills to evaluate, assess and interpret information to shape sound and accurate advice;
- Ability to identify creative solutions to problems and people challenges;
- Flexible and able to adapt to change quickly;
- Collaborative approach with colleagues and teams.



Additional information

Education and Training- continuing professional development is encouraged and an annual appraisal system is in place to discuss ongoing objectives and support revalidation.

Health and Safety

Health and Safety - As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, to not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

Data Protection - The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the GDPR. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.