## Y:\HR Documentation\Logo\Premier_strapline_RGB.pngPREMIER

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**Junior HRBP**

LOCATION: London (SW1) / remote working due to covid19

HOURS OF WORK: 35 hours pw

REPORTING TO: HR Director

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| OVERALL MISSION OF PREMIER MEDIA GROUP |
| *“To enable people to put their faith at the heart of daily life and to bring Christ to their communities.”* |
| PURPOSE OF ROLE |
| To contribute to the delivery of the HR Strategy through working as an integral part of the HR Team and the organisation, ensuring that people issues are at the heart of the day to day organisational wide operations. To support the day to day management of the HR Function in the organisation. |
| KEY TASKS |
| * Work together with the HRD with delivery of the HR Strategy, to support, manage and deliver where required
* Provide employee relations advice and guidance to line managers and manage the ER cases end to end, following employment law and best practice
* Line management responsibilities of an HR Coordinator and an Office Manager, coaching and supporting their personal development
* Responsible for overseeing the dedicated HR/people inbox, ensuring consistency in responding to employee and HR related queries
* Work with the HRD in reviewing and updating Policies’ and Procedures, and support with drafting any new policies
* Coach, challenge and support management on their accountability for HR Initiatives and processes, example coaching on performance and career planning discussions, effective recruitment and interviewing, interviewing with managers where required
* Continuously improve manager capability by challenging, influencing and supporting managers in a way that increases their knowledge, understanding and ability to manage people effectively
* Assist with analysing HR metrics and organisation related data to identify concerning and positive trends, and work with HRD and managers to develop action plans where necessary
* Project manage and deliver Engagement initiatives, such as Employee Champion, Surveys and others
* Support the HRD and the organisation with BME initiatives, ensure adherence and commitment to equality and diversity in all company policies, and always promote best practice on equality and diversity issues
* Support the HRD with an agreed Performance Management Plan as part of an appraisal process, providing advice, guidance and support to managers
* Responsible for having oversight of monthly payroll submission together with the HR Coordinator and working to Finance deadlines
* Oversee the Recruitment Processes ensuring Recruitment Strategy is followed and coach the HR Coordinator accordingly
* Oversee the Employee lifecycle, and look for opportunities to improve, adopt, change where needed
* Use knowledge and understanding of the organisation to contribute to the design of any future HR initiatives and to provide input into the organisation-wide HR Strategy and Policy formulation.
* Oversee the smooth running of Premier’s facilities with the Office Manager
* Other project work as required
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| QUALIFICATIONS AND EXPERIENCE  |
| * Graduate calibre working towards CIPD qualifications desirable
* Broad generalist HR knowledge across all disciplines and looking to grow experience in these areas desirable
* Experience of managing ER cases end to end essential
* Experience of applying performance management principles and implementing performance management processes in a way that improves organisation effectiveness desirable
* Experience of applying resourcing principles and implementing resourcing processes in a way that improves organisation effectiveness desirable
* Previous HR Advisory experience essential
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| ABILITIES & SKILLS |
| * Demonstrates broad HR technical expertise
* Demonstrates commercial acumen and a strong awareness of business, customer and market pressures
* Independence, resilience and ability to self-motivate
* Well developed coaching skills
* Excellent interpersonal, communication and facilitation skills
* Approachability and ability to build quick rapport and relationship with managers
* Ability to work effectively under pressure
* Able to work as an effective team member
* Analytical and problem solving skills
* Ability to advise and influence at senior level management and a willingness to constructively challenge at all levels within the organisation.
* The post-holder will work in a Christian environment. Therefore, it will be necessary for the post-holder to have respect for the Christian faith, its values and be in sympathy with our organisational aims.
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