

## Job Description

<b>Title:</b>	People Business Partner
<b>Hours:</b>	9.30 am to 5.30 pm, and as required, flexible applications considered
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Head of People & Culture
<b>Purpose of job:</b>	<p>As People Business Partner you will provide a full range of strategic and operational people business partnering and HR generalist support to the firm, working closely with your allocated practice areas and business services teams. You will act as a trusted advisor, ensuring the people agenda is reflected in all decisions made.</p> <p>You will also be responsible for the running of pre-agreed projects in line with the People &amp; Culture team's business plan with a focus on; culture and values, engagement, performance and productivity, reward, diversity and inclusion, and wellbeing.</p>
<b>The People &amp; Culture Team:</b>	<p>As People Business Partner you will be supported by Junior Business Partners, People Advisors as well as a fully complemented People &amp; Culture team.</p> <p>The People &amp; Culture team play a key role in delivering the Firm's business plan by attracting, developing and retaining key talent. The team is inclusive, friendly and hard working. They are driven to provide high-quality client service and work collaboratively with each other</p>

Main duties and responsibilities will include:

### People Strategy, Service & Solutions

- Pro-actively develop and sustain effective working relationships with partners and managers in allocated client groups, providing professional advice, guidance and coaching on all people issues
- Provide support, challenge and advice to your allocated client groups on strategic and operational matters such as change management, organisational design, talent management, employee relations and performance management
- Work with the partners and line managers to support initiatives and processes to improve employee engagement levels
- Work closely with the Chief People Officer and Head of People & Culture to contribute to and implement the People strategy across the Firm

### Employee Relations

- Utilise your technical knowledge and experience to provide advice and guidance to partners and line managers in dealing with complex and contentious performance, grievance and disciplinary issues

### Reward & Recognition

# KINGSLEY NAPLEY

---

- Support the Head of People & Culture with the annual reward processes, ensuring alignment to the firm's approach to talent management, retention, performance management and reward
- Undertake annual salary and benefits benchmarking for allocated client groups

## **Data, Policies & Projects**

- Monitor and analyse the available People related data (including engagement surveys, wellbeing survey results, turnover, absence etc) to support data driven insights and decisions.
- Lead and develop projects to support the People Business Plan and wider firm strategies, initiating ideas and writing project proposals for the firm's Management Team's consideration
- Develop, implement and maintain People policies, procedures, guidance and systems, ensuring they are comprehensive and up-to-date

## **People & Culture Team**

- Line management and development of People team members, which will include regular one to one supervision meetings and bi-annual check ins
- Work in conjunction with the People Operations Manager to ensure that all People processes are efficient, effective and completed on time, and act as a go to person for the team for queries and support
- Assisting the Recruitment Team, where required on initiatives relating to employer brand, talent attraction and the recruitment of fee earners, business services team members
- Working with the Talent Development team on talent management activities such as succession planning, promotion processes and delivering coaching to partners and managers to increase performance management capability

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

# KINGSLEY NAPLEY

## Person Specification

Job Title: People Business Partner

	<b><u>Essential</u></b>
<b>Knowledge and Technical Ability:</b>	<ul style="list-style-type: none"> <li>• Experience of a business partnering role within a legal or professional services environment</li> <li>• Experience of working in a management role</li> <li>• Understanding of UK employment law and it's application to the legal or professional services working environment</li> <li>• Ability to work under pressure with minimal supervision in demanding situations</li> <li>• Takes responsibility for their own work and is able to handle multiple tasks simultaneously and prioritise accordingly</li> <li>• Able to use initiative and progress projects independently</li> <li>• Effective organisational skills and time management, delivering work in line with deadlines with excellent attention to detail</li> <li>• Continually develops their own knowledge and skills to meet the demands of the role by working keeping up with best practice</li> </ul>
<b>Client Care:</b>	<ul style="list-style-type: none"> <li>• Ability to quickly establish effective working relationships across the firm, but in particular with key stakeholders</li> <li>• Ability to problem solve and remain calm under pressure</li> <li>• Actively listens to understand; questions and challenges ideas appropriately</li> <li>• Conveys ideas, facts and opinions in clear and understandable terms</li> <li>• Diplomatic and able to give constructive feedback to stakeholders</li> <li>• Responsive and supportive with internal stakeholders across all levels.</li> </ul>
<b>Firm Wide Skills:</b>	<ul style="list-style-type: none"> <li>• Understanding the business environment in which the firm operates and considering the commercial and wider performance implications of decisions and actions</li> <li>• Highly proficient in Microsoft Office, particularly Word and Excel</li> <li>• An awareness of the importance of client confidentiality, information security and data protection</li> <li>• Promotes the sharing of best practice and knowledge across the firm</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate behaviour in keeping with the Firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding</li> <li>• A team player with a flexible approach and a willingness to work with others in the team and across the firm as needed</li> <li>• Encourages an open culture of feedback and improvement</li> <li>• Demonstrates a 'completer/ finisher' mindset – hardworking and committed to meeting tasks and deadlines with strong decision-making skills</li> <li>• Adopts a positive and open 'growth mindset' to change</li> <li>• Proactive and hands-on approach, eagerness to learn and gain experience</li> </ul>

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.