



Job Advert

Job Family:	HR	Discipline:	Human Resources
Job Title:	HR Business Partner (Maternity cover)	Typically reports to:	HR Director

PURPOSE OF ROLE:

Working as part of a HR team as a senior member, you will take up a true partnering role for a specific business region.

The role holder will partner with key stakeholders to deliver a HR service in line with the needs and priorities of TSS. You will translate business requirements into effective and compliant HR practices, delivering people solutions aligned to business objectives. You will also be responsible for the line management and development of an individual or small team of HR staff within your business remit.

This role is fixed term for one year due to maternity cover. The role can be reviewed after this period with the possibility of permanent appointment depending on business requirements.

KEY TASKS AND RESPONSIBILITIES:

Employee Relations

- Act as the first line of contact for employee relations issues.
- Support, develop and coach people managers to manage employee relations issues in line with TSS policies, procedures and best practice.
- To ensure guidance for legal representation is sought and adhered where appropriate. To attend Employment Tribunals as necessary to represent TSS and assist in the preparation of Tribunal statements and paperwork.
- To work with Operations facilitating the on-boarding and off-boarding of employees through TUPE.

Recruitment and Selection

- To assist in recruiting ensuring interviews are booked, confirmed and all parties informed.
- Attend interviews as the HR panel member.
- To assist with local induction and training plans and work with Line Managers to ensure successful on-boarding.

Performance and Development

- Support, develop and coach local managers in relation to their approach and consideration of people issues.
- Partner with Line Managers to capture learning and development trends and provide appropriate interventions.
- Work with Line Managers to develop actions plans and monitor progress.



- Lead, train, motivate, develop and empower team members in accordance with TSS policies and procedures.

Strategy:

- Partner HR colleagues in the implementation of the strategic HR plan, projects and initiatives at TSS to positively add value to both our business and employees.
- Partner with key stakeholders to ensure that all HR projects and initiatives are appropriately communicated and implemented on a local basis.

Administration, Systems and Records

- To promote the use of HR systems policies and processes, challenging appropriately as necessary.
- In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by the Senior Management Team.
- To ensure compliance with GDPR regulations.

Skills and Experience:

- Ideal candidate will have experience working at this level within a similar or comparable industry such as retail.
- Be flexible and adaptable; able to work effectively in an environment of continuous change.
- A great team player with interpersonal skills, able to work effectively and collaboratively with individuals at all levels in the organisation.
- Committed to maintaining high professional standards, CIPD qualified or working towards this.
- Computer literate in Microsoft Office, e.g. Outlook, Excel and Word.

Further information:

Salary banding is £35,000 plus benefits. However, this is negotiable for the right candidate.

The successful applicant will also receive an enhanced holiday allowance. (24 days plus bank holidays), Death in Service insurance and an enhanced employer pension contribution. The candidate will be expected to work an average of 42.5 hours per week, Monday to Friday and will work from our Head Office in East London with some remote working available.

TSS (Total Security Services) Ltd is committed to equal opportunities. We welcome applications from candidates irrespective of ethnic origin, gender, marital status, religious belief, sexual orientation, disability, or age. In particular, we seek applications from those aligned with the Core Values we pride ourselves on; teamwork, respect, integrity, excellence and development.

Applications by CV to: Kate.Fyffe@totalsecurity.co.uk