**HR Business Partner**

Our client is one of the largest developers and operators of retirement communities in the UK and due to growth they are looking for 2 x HR Business Partners – one specialising in L&D and one specialising in Payroll and Benefits.

The role is based in their London Victoria office however travel to their various sites will be required. Our client offers excellent benefits to include: 25 days holiday, pension, bonus scheme, life assurance and medial insurance.

You will spend 50% of your time providing operational HR support to the business on a day-to-day basis, defining the people-related processes and culture. The other 50% of the time will be spent on your specialist area of either L&D or Payroll & Benefits.

**Your Role:**

* Champion of the Employee Value Proposition and Employee Lifecycle for your business area
* Provide strong Business Partnering support, advice and guidance, to ensure the smooth running of the company from a people perspective.
* Collaborating with managers to ensure that managers are familiar with People policies and procedures whilst identifying opportunities and mitigating risks.
* Ensure that all recruitment activities are managed effectively, through supporting managers with overall resourcing requirement and facilitating the recruitment and retention of high-calibre people (creation of Job descriptions and role profiles)
* Development and continuous monitoring of HR policies and procedures to support the culture, reflect legislative changes and drive performance.
* Handling employment relations issues such as grievances disciplinaries, absence management and performance issues
* Complete the annual Salary Benchmarking process for your business area.

**L&D**

* Owner of the annual performance management cycle, talent and succession planning process.
* Lead and support the business in identifying talent development opportunities and retention risks through succession planning, talent reviews, and the performance management process.
* Assess relevant training needs for individuals and teams which are closely aligned to business priorities
* Design and deliver high quality training programmes as required by the business i.e. induction, HR management development, senior management development and technical skills.
* Identify, select and manage external training and accreditation, agencies and providers as necessary to deliver required training to appropriate standards
* Develop the Annual Company Training Plan – including dates, times, places, and facilitators.

**Payroll**

* Oversee the outsourced payroll function for 400 employees across 2 payrolls.
* Collate payroll data for submission to the outsourced provider, processing starters and leavers, SSP, family friendly leave and others.
* Process all year end requirements such as bonus payments, annual salary reviews, P11D's, P60's.
* Continually review the manged payroll service, giving feedback and engaging with service reviews and contract renewals.
* Lead on administration of company benefits
* Liaise with external benefit providers, manage benefits renewals
* Answer employee queries regarding payroll and company benefits such as pensions and PMI

**Experience:**

* CIPD Qualified or working towards qualification
* 4-6 years of HR business partnering experience with a focus on talent management and L&D or Payroll & Benefits
* Experience in developing and supporting staff and line managers through development, and succession planning.
* Strong understanding of MS Office (Outlook, Excel) and HR information system
* Flexible to travel across the UK
* Experience in establishing credibility at all levels, with a strong ability in delivering solutions
* Development of strategic planning and tactical actions for both current and future needs

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".