

HROD BUSINESS PARTNER (part-time)

UNITY HOUSING ASSOCIATION

APPLICANT INFORMATION PACK



Supporting BME Communities
and Multi-Cultural Neighbourhoods

Hello!

Thank you for having an interest in working for Unity.

We are a small successful, independent and ambitious housing association driven by social purpose, supporting BME communities and multi-cultural neighbourhoods across Leeds and Kirklees. We are proud to call ourselves a BME association, part of the national BME housing movement, and believe that is as important today as it was when we were founded 35 years ago.

Our social purpose is at the heart of everything we do, it states: 'We will fight inequality and empower BME people to improve their lives by creating opportunities and helping to regenerate communities'.


It is an exciting time to join Unity as we strive to be the best. The role of HROD Business Partner is a key one in the organisation and a great opportunity to join our small and friendly Resources Team. You'll work closely with colleagues to ensure both our internal and external customers receive a high-quality service.

We are looking for a colleague with a determination to make a difference and a passion for providing great customer outcomes. We want someone who will champion a learning and development culture, is a great communicator and has successfully influenced culture change.

We want to develop an innovative and creative culture driven by our values. We want our staff to be well informed, customer focussed and committed to tackle inequality in all its forms. We want someone who will support in delivering our ambitious corporate plan and the best customer experience we can. If that's you, and you're up for the challenge, we'd want to hear from you.

I believe this is a brilliant opportunity to make a difference and I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Cedric Boston', with a long horizontal flourish extending to the right.

Cedric Boston
Chief Executive

Advert: HROD Business Partner

Working Location: You will be based at our office at 113-117 Chapeltown Road, LEEDS, LS7 3HY. You will have flexibility to work at home for a proportion of the week with agreement.

Hours of work: 17.5 hours per week

Salary: £47,000- £50,000 per annum pro-rata depending on experience

Unity is a successful, independent and ambitious housing association driven by social purpose which supports BME communities and multi-cultural neighbourhoods in Leeds and Kirklees. The principal activity is the development and management of over 1,300 social housing units. We are proud to call ourselves a BME Housing Association, part of the BME housing movement, and believe that is as important today as it was when we were founded 35 years ago.

With over 1300 general needs properties across Leeds and Kirklees, this is an opportunity to work closely with the local community, work with some great colleagues and be part of a busy team that has set some ambitious goals for the future.

The role will involve:

Supporting the Senior Management Team to drive the implementation of the Organisation Development and People Strategy by leading on the delivery of organisational development initiatives and interventions. To do this you would work closely with Directors, Managers and Team Leaders to support and implement new ways of working and ensure that the skills and capacity of the workforce meet current and emerging organisational needs.

Alongside this you would also

- Provide a comprehensive HR and OD business partnering and advisory service which positively transforms the way we deploy, develop, and manage our people.
- Champion a learning culture with a strong focus on employees achieving their full potential through a wide range of organisational and development interventions.
- Work to implement the new behaviour framework and embed the Values.
- Project Manage complex and varied OD projects to a successful conclusion.

The successful candidate:

- A CIPD qualified professional (Level 5 +)
- An experienced and confident professional within the Human Resources and Organisational Development function with great communication skills
- Previously managed change and led on OD projects with successful implementation
- Created and delivered a range of organisational development interventions
- Successfully influenced culture change supporting the development of a performance culture in organisations
- Able to identify skills gaps, developing learning solutions and evaluating training, making presentations, facilitating groups and group work and giving ongoing support to others e.g. trainees
- Be committed to our social purpose and an understanding of how to combine the efficient operation of a substantial business with wider social and economic aims.

This is an outstanding opportunity for a skilled people person with the right track record, who 'gets' what Unity Homes and Enterprise is all about. The Board's commitment to diversity and to social purpose is non-negotiable, and, if that is your starting point too, you will find Unity good to work with and a great place for your talent to flourish.

Colleague benefits:

A competitive salary and benefits package is offered including:

SHPS (social housing pension scheme - a defined contribution scheme).

17.5 hour working week

Pro-rata - 27 days holiday plus bank holidays

Free parking

Flexible working opportunities

Applying for this job

To request more information email us at: recruitment@unityha.co.uk or visit us at [Unity vacancies](#). Also check any of our social media: Twitter [@UnityHomes](#); Facebook [@Unity.Housing](#); LinkedIn [@unity-homes-and-enterprise](#). For an informal discussion call Ann Marie Matson, our Resources Director on 07892 714757.

Whilst we are interested in your work history, demonstrating behaviours, skills, abilities and knowledge and experience can come from a variety of life experiences not just paid employment. Please feel free to use examples from all areas of your life that are relevant to the requirements of the role. We also want you to tell us why you have a passion for working for Unity and why you are the colleague we need.

To apply, please send:

- An up-to-date CV which shows your full work career history – this should be no longer than three pages.
- A supporting statement explaining why you are interested in applying for the role and joining Unity Homes & Enterprise detailing how you are a good candidate and how you fulfil the person specification – this should be no longer than three pages. Remember to include any lived experience, values and examples of your work to support your case, as well as any job roles and qualifications that you think might be applicable.
- The completed diversity monitoring form, whilst this is not mandatory, this is requested for monitoring purposes in line with our commitment to equality and diversity; and
- Indicate on the supporting statement if you cannot attend the interview date.

Please note that applications can only be considered if all of the documentation is complete. Please send your application by email to recruitment@unityha.co.uk

Applicants will be required to bring evidence of their eligibility to work in the UK to the first interview.

We reserve the right to withdraw this vacancy at any time.

Closing date: 8th May 2023 12midnight.

Interviews to be held 15th May. This will take the form of a presentation and face-to-face interview. Any second interviews will be held on the morning of 18th May via Teams

Unity Housing Association's Mission, Objectives, Values and Beliefs

Our Mission

Provide housing choice, improve life opportunities and address inequalities

Our Objectives

To deliver high quality customer services and meaningful customer engagement

- All customer facing services are amongst the best in the West Yorkshire Region
- Improve tenant involvement
- To seek external assessment/recognition of service quality
- Improve staff customer care skills
- Expand the breadth and depth of customer engagement
- Providing opportunities for tenants and residents
- Gradually progress with customers to a more digital service

Growing and protecting the organisation

- To grow the business
- To protect the business

Operational performance

- Improve both business and operational performance

Developing and investing in our social purpose

- To become widely known and appreciated for the work we do to achieve our social purpose

To improve the resilience and extend the capability of the business through better organisational and HR development

- To develop a strong workforce able to achieve Unity's objectives
- To treat our staff well and ensure they are properly resourced
- To establish a clear direction of travel for the organisation and to take all stakeholders along
- Use technology to support and improve service delivery

Our Values



■ Rooted in Reality

Paying attention to the here and now, seeking to understand the struggles people face, we communicate clearly what can be done and hold ourselves accountable for delivering on our promises

■ Having the courage to care

Being brave enough to listen carefully, unlocking potential by exploring opportunities across departmental and organisational boundaries, and always determined to get things right



■ Laying Sound Foundations

Investing time and effort in our skills, knowledge, systems and processes to enable us to do what we do well by making the most of our resources



■ Going Boldly

Not settling for ordinary when better is possible, we actively experiment embracing innovation and harnessing creativity to explore where others may fear to go



■ Full Lives Well Lived

We cooperate generously sharing our skills and time to help one another flourish and effectively support individuals and families across all of our services, we appreciate that many different things matter and every individual is so much more than the circumstances in which they find themselves



Our Beliefs



Having a defined set of beliefs is important to us, as our beliefs are the foundations we will use to build ours and our communities futures on. Our beliefs will direct our future actions.



People come from different starting points



With support both individuals and families can help themselves to make progress on things that matter in their lives



Everybody is entitled to a decent home and access to opportunities



The world is unequal but does not have to be or stay that way



We can make a positive difference in the lives of people



Our customers are worth the best we can possibly provide



The work we do, and the way we do it, can inspire better in those around us

HROD Business Partner

Job description

Responsible to: Resources Director

Responsible for: Learning & Development, Organisational Development

Job purpose

Support the Senior Management Team to drive the implementation of the Organisational Development and People Strategy by leading on the delivery of organisational development initiatives and interventions working closely with Directors, Managers and Team Leaders to support and implement new ways of working and ensure that the skills and capacity of the workforce meet current and emerging organisational needs.

To provide a comprehensive HR and OD business partnering and advisory service which positively transforms the way we deploy, develop and manage our people.

Champion a learning culture with a strong focus on employees achieving their full potential through a wide range of organisational and development interventions.

To support the delivery of a learning and development service working with teams to identify, design and deliver learning and development interventions which meet the needs of the organisation.

Project Management of complex and varied OD projects to a successful conclusion

Duties and responsibilities

Learning and Organisational Development:

- ▶ Design learning and development programmes in accordance to the needs of the organisation, monitoring and reviewing through feedback and evaluation.
 - Support on the design and delivery of an organisational leadership and management development framework and programme, identifying core skills and behaviours and delivering a programme to develop them internally or with external partners.
 - Provide advice and practical support to Managers regarding technical, operational training and skills development for individuals and specific groups of employees.
 - Assist in the co-ordination and delivery of technical training, to support the roll out of new policies, procedures and working practices, as necessary.
 - Model the Values of the organisation and embed these in training materials and delivery of training.
 - Assist with communication of key messages in newsletters, emails and training sessions
 - Design and deliver effective interventions and approaches to talent and succession management, to nurture and develop aspiring talent and building capacity for the future.

- ▶ Lead on organisational learning needs analysis for all posts, implementing a framework and recording system to identify an annual learning and development plan and annually review and update with department leads
 - Review and monitor the annual appraisal process and completed appraisals in conjunction with the Resources Officer, identifying and updating the learning needs analysis as required
 - Support the embedding of a performance culture
- ▶ Business Partner with directors and managers on change initiatives and identify employee learning and development needs and appropriate OD interventions, ensuring communication and embedding of changes in policy.
 - Assist managers with putting together business cases
 - Support managers in job redesign as and when required
- ▶ Support the Resources Director to apply the ethos of Investors in People throughout the organisation and to give practical support to the maintenance and compliance of IIP accreditation and any other such accreditation as the Organisation may choose to adopt.

Reporting:

- ▶ Keep up to date with legislation and government initiatives related to training and development and, where possible, take advantage of external funding opportunities to support the training programme.
 - Produce and analyse all people-related statistics and records as required.
 - Appraise e-Learning provisions, make recommendations on learning solutions, maximising usage and value for money
 - Report quarterly to the HR & Governance Committee on progress with HR and OD activity.
- ▶ Support the Resources Officer to collect and report on any aspect of workforce information, developing systems to ensure that business objectives/ performance measures are met e.g. appraisal returns, equality information (e.g. gender pay reporting)

Employee Wellbeing & Engagement

- ▶ Support delivery of engagement/ pulse surveys and analysis of results
- ▶ Support the maintenance and delivery of on-boarding and Induction programmes, designing induction programmes that are consistent across the organisation to ensure that new starters are clear on the history, values and social purpose of the organisation
- ▶ Support the implementation and delivery of Health and Wellbeing Strategies and delivery of programmes and activities
- ▶ Promote and implement the Equality, Diversity and Inclusion Strategy and associated policies and other HR policies and procedures as appropriate, ensuring that training and development policies and practices reflect and promote Diversity, Equality and Inclusion.

Supervisory responsibilities:

- ▶ Responsible for the supervision and care of delegates and/or trainees whilst attending training programmes which the postholder facilitates.
- ▶ Responsible for the supervision and guidance of temporary staff assigned to the team i.e. placements

Special conditions

May be required to attend evening meetings on an occasional basis.

Must be prepared to travel to deliver and attend training and/or meetings as appropriate

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Personnel specification

summary of job: Support the Resources Director to drive the implementation of the Organisational Development and People Strategy by leading on the delivery of organisational development initiatives and interventions working closely with Directors, managers and team leaders to support and implement new ways of working and ensure that the skills and capacity of the workforce meet current and emerging organisational needs.

Unity Homes and Enterprise is an Equal Opportunities Employer and require employees to carry out their policies concerning age, racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to each organisations.

We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition.

attributes	essential	desirable	how identified
<p>experience</p>	<p>Experience of:</p> <ul style="list-style-type: none"> • extensive and relevant experience within the Human Resources and Organisational Development function • managing change and leading on OD projects with successful implementation • creating and delivering a range of organisational development interventions • successfully influencing culture change supporting the development of a performance culture in organisations. • identifying skills gaps, developing learning solutions and evaluating training, • making presentations, facilitating groups and group work and giving ongoing support to others e.g. trainees 	<p>To have had practical experience of implementing the Investors in People Standards.</p>	<p>application form interview references test</p>

attributes	essential	desirable	how identified
qualifications	<p>CIPD Graduate Certificate</p> <p>A degree or professional human resources or organisational development or equivalent qualification</p>	<ul style="list-style-type: none"> • Project Management Qualification i.e., Prince2 • Membership of CIPD • DTTLs • ILM Coaching Level 3 	<p>application form</p> <p>interview</p> <p>references</p> <p>test</p> <p>certificates</p>
training	<p>evidence of and commitment to continual professional, leadership and personal development</p> <p>Must be willing to undertake job related and self development training.</p> <p>To have undertaken training in equality and diversity</p>	<p>Additional training in basic counselling skills, facilitation techniques and coaching/mentoring.</p>	<p>interview</p> <p>application form</p> <p>certificates</p>
special knowledge	<p>Project management skills i.e. use of Microsoft Project</p> <p>Best practice and current trends in people management</p> <p>Knowledge and understanding of OD processes and interventions which embed culture change, behaviours and values, and achieve employee engagement.</p> <p>An up to date understanding of organisational design techniques and approaches.</p>	<p>Knowledge of benefits of maximising the use of digital technologies</p>	<p>application form</p> <p>interview</p> <p>references</p> <p>test</p>
circumstances – personal	<p>Legally entitled to work in the UK.</p> <p>Prepared to attend occasional evening meetings when required.</p> <p>Able to attend meetings/ training as appropriate</p>	<p>Hold a full UK driving licence.</p>	<p>Sight of appropriate documentation as specified in interview letter</p>

attributes	essential	desirable	how identified
<p>behaviours/ attitude</p>	<p>Applies the organisations values and desired behaviours in the delivery of the role.</p> <p>Good interpersonal skills in order to deal with issues which may be sensitive and or confidential, with the ability to deal with colleagues with courtesy, tact and sensitivity.</p> <p>Work effectively as apart of a team</p> <p>Flexible approach to work, with a keenness to adapt to meet changing work requirements</p> <p>A positive, “can do” attitude</p> <p>Able to build positive relationships and give sound practical advice, guidance and support to managers and employees on training and development solutions.</p>		<p>interview</p>
<p>Skills and abilities</p>	<p>Project Management and change management skills with the ability to manage complex and difficult OD projects to a successful conclusion</p> <p>Ability to translate OD knowledge into actions and to use knowledge to anticipate business requirements.</p> <p>Customer focussed with the ability to build a strong business relationship with senior managers, understanding business requirements and identifying appropriate solutions</p> <p>Analytical skills, with the ability to analyse and understand data and information and to use creative thinking to find solutions to problems.</p>		<p>application form interview</p>

attributes	essential	desirable	how identified
	<p>A confident communicator with good oral and written communication skills.</p> <p>Negotiation skills to be able to broker solutions in a wide variety of scenarios and the courage and ability to challenge practices where necessary.</p> <p>Excellent IT skills in a Microsoft Windows environment.</p>		
equality	<p>Candidates should indicate an acceptance of and commitment to the principles underlying Equality and Diversity policies and practices.</p>		