

## Lead HR Business Partner Job Description

Read as a guide to the main duties of the role, not a comprehensive or permanent schedule.

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### JOB DETAILS

<b>Job Title</b>	Lead HR Business Partner	<b>Reports to</b>	-
<b>Department</b>	HR	<b>Reporting to Jobholder</b>	-
<b>Location</b>	Central belt Scotland		

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### OVERALL PURPOSE OF THE JOB

**Do you have a sense of humour?**

**And a passion for HR and business?**

**Do you want to join an award winning company that encourages you to develop your full potential - and have an excellent work life balance?**

We don't ask for much..... just, a strong work ethic, ability to work at pace and someone who loves working in a team and communicating. As trusted experts in employment law, HR and health & safety, we offer a range of flexible employee relations services under one roof. We're genuinely a 'Great Place to Work'... although don't just take our word for it, the awards in our lobby speak for themselves. At LAW you will have the chance to shine. We provide real opportunities for growth and career development in a supportive and collegiate

environment. You can take the next step in your career with Law At Work.

The best thing about this role is the exposure you'll have to a diverse range of HR and Employment Law challenges as well as a varied portfolio of clients in a very dynamic, fast moving company. You'll work closely with our other HR Business Partners, HR Advisors, Employment Lawyers, Administrators and clients to provide day to day support. This is a great opportunity for someone who has honed their HR and Employment Law skills and is looking for a role that offers the opportunity to use these skills to their full potential.

The role is based in the Central Belt of Scotland. We have offices in both Glasgow and Edinburgh that can be utilised, however there is also the opportunity to work from home as well as travelling to client sites.

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### DELIVERABLES

You'll have accountability for a variety of tasks such as but not limited to:

- ▶ Developing relationships on behalf of LAW with Managing Directors and key stakeholders and maintaining important accounts through excellent service and added value knowledge and advice.
- ▶ Advising clients on and at times taking the lead on complex employee relations cases.
- ▶ Supporting and managing the amends to designated clients' employment contracts, handbooks and document creation.

## DELIVERABLES *continued*

- ▶ Acting as client's HR team/representative in employee disputes- compiling associated HR documentation and managing negotiations.
- ▶ Managing and being proactive with retained accounts and new prospective businesses on supporting absence issues, disciplinary and grievance scenarios
- ▶ Advising clients on HR and employment law matters.
- ▶ Supporting with Recruitment activities such as advertising, CV screening and telephone interviews.
- ▶ Attending employee meetings such as disciplinaries, taking notes and typing up notes where required.
- ▶ Supporting, managing and leading internal projects.
- ▶ Working on engagement and culture initiatives and training programme design as required.
- ▶ Managing and developing a small team of two.
- ▶ Occasionally, supporting Directors on business development activity, proposals and presentations.

## A BIT ABOUT YOU

Your friends would probably describe you as the one who's really organised and gets things done. You're the person who people come to when they have a problem. You thrive on challenge and problem solving. You love being part of a team but are equally happy to work independently.

You want to be part of a collaborative culture where you feel empowered but always know you'll never be left alone.

You will be used to working in a fast paced environment where you take the lead on complex cases so your background might be hospitality or retail or perhaps you have worked on a HR advisory line or shared service.

We place more importance on values alignment above technical ability but in this role, we'd really like you to have:

- ▶ Proven HR experience at an advanced level ideally in a fast paced environment

- ▶ Experience of working on complex employee relations cases
- ▶ Employment law knowledge
- ▶ Customer and employee centric approach
- ▶ Excellent relationship building skills
- ▶ Excellent attention to detail
- ▶ Ability to work quickly and manage competing priorities
- ▶ Commercial and pragmatic problem solving
- ▶ Flexible and willing to learn
- ▶ Must be able to drive and have access to a car

This is a full time role, 37.5 hours per week Monday to Friday. The salary for this role is £34,000 to £38,000 and is dependent upon experience.

To be considered for the role please send us your CV along with a covering letter.