

JOB DESCRIPTION

Job Title	Senior People and Culture Business Partner	Date of JD	Mar 2025
Department	Central Services		
Reporting to	Director of Resources and Business Systems	Salary up to £70,377 (pro-rata), depending on experience Part-time 4 days a week	
Managing	HR Officer		
Benefits	<ul style="list-style-type: none"> • 30 days leave (plus Bank Holidays) • Birthday annual leave day • Matched company pension scheme • Life assurance cover offering 4 x death in service benefit • Company sick pay and maternity/paternity pay • Employee assistance programme • Training and development opportunities • Learning and wellbeing grant • Perks and discount platform 		
About us			
<p>Drinkaware is a leading charity concerned with reducing harm from alcohol. We do this by providing impartial, evidence-based information and advice and practical resources; raising awareness of alcohol harms; and working in partnership with others to deliver behaviour change through our tools and interventions. The Trust is funded primarily through voluntary, unrestricted donations from alcohol producers, wholesalers, and on- and off-trade retailers, but acts entirely independently.</p> <p>Our Vision: Working together to reduce alcohol harm across the UK</p> <p>Our Mission: Using our expertise to give governments, industry, communities and individuals the knowledge and support to make informed decisions about alcohol and how to reduce the harm it can cause. Delivered through:</p> <ul style="list-style-type: none"> • Public-facing campaigns and digital services, information and guidance • Evidence-led advice to governments and industry • Independent research, consumer insight and evaluation <p>Our Values: Solid Reasoning; Clarity with Empathy; Understanding and Connecting; Principled Partnership; Determination and Curiosity</p> <p>https://www.drinkaware.co.uk/</p>			
Purpose of the role			
<p>This is a critical HR role in a small national charity supporting a headcount of circa 40. The role is a combination of strategic leadership and operational HR duties. Among a wider remit, this role provides general HR guidance to managers, supports with organisational development, and is a champion of the company's culture and values.</p> <p>The postholder will also be a member of the Senior Management Team.</p>			

N.B. This job description summarises the key features of the role, it is not intended to be a detailed description and does not cover all the duties that the job holder may reasonably be expected to fulfil.

Key Responsibilities

Strategic Leadership

- Support the development and manage the implementation of the People Strategy, identifying key risks and producing mitigation plans
- Develop and embed HR processes and services aligned with our overall organisational strategy
- Ensure the people agenda is aligned with Drinkaware's operational needs
- Provide expert advice to SLT on organisational development initiatives
- Guide and support Drinkaware's approach to remuneration, recognition and benefits
- Promote Equality, Diversity and Inclusion initiatives across all levels
- Lead and manage HR-related as required

HR Management

- Oversee HR processes throughout the employee life cycle, from recruitment and onboarding to development, retention and offboarding
- Ensure contracts, HR documentation, and policies remain up to date and compliant with employment legislation and best practices
- Provide advice and support on employee relations matters, mitigating risks and ensuring compliance
- Oversee the payroll process in collaboration with the Finance team
- Prepare reports of HR metrics/KPIs as required
- Streamline HR administration to improve efficiency

Employee Experience & Wellbeing

- Oversee and enhance the induction and onboarding process
- Support recruitment efforts and ensure the recruitment policy is current and effective
- Provide guidance to line managers on performance management and career development
- Ensure performance review processes are reviewed and updated when necessary
- Develop and implement Employee Wellbeing initiatives
- Assist in benchmarking compensation and benefits

Learning and Development

- Maintain a Learning and Development framework to guide employee growth and training opportunities
- Design and review Learning and Development policies
- Ensure Personal Development Plans are in place across all teams and support managers in their implementation

Employee Engagement & Culture

- Drive initiatives to enhance employee engagement and workplace culture
- Lead efforts to improve Diversity, Equity, and Inclusion (DEI) practices
- Conduct and analyse employee engagement surveys, using insights to drive improvements
- Continuously review HR policies and benefits to ensure relevance and effectiveness

HR Systems & Compliance

- Maintain and improve HR/payroll systems, ensuring they meet organisational needs
- Manage external HR platforms and training resources

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- Manage the implementation of new HR technology solutions

Line Management

- Supervise and mentor the HR Officer, ensuring their professional development and effectiveness;
- Hold regular one-to-one meetings, providing coaching and guidance;

Budget Management

- Manage the HR budget including quarterly reforecasting
- Work closely with Finance to review results against budgets and forecasts

PERSON SPECIFICATION

Education/Knowledge

- CIPD Level 5 minimum or equivalent (CIPD Level 7 is desirable)
- Chartered member of CIPD or equivalent
- Evidence of recent Continuing Professional Development (CPD)

Essential Criteria / Key Skills

- Minimum of 5 years of experience in HR, with at least 3 years in a senior HR capacity
- Strong knowledge of employment law, HR best practices, and professional standards
- Excellent interpersonal and communication skills, with an empathetic approach
- Ability to build and maintain positive relationships with internal and external stakeholders
- High level of discretion and ability to handle sensitive information
- Strategic thinker with a hands-on approach to HR in a small organisation
- Excellent time management skills with the ability to prioritise and problem-solve
- Attention to detail and strong organisational skills
- Proven experience in line management
- Strong commitment to Drinkaware’s mission and values
- Proficiency in Microsoft Word, Excel and PowerPoint

Desirable Criteria

- Previous experience within the charity or not for profit sector
- Familiarity with MoorepayHR system
- Experience in managing payroll processes

Special features of the role

Occasional out of hours working may be required on an exceptional basis only

The postholder must be committed to promoting and implementing diversity and inclusion practices within Drinkaware