**JOB DESCRIPTION**

**Job:** HR Business Partner

**Office Location:** Bradford

**Reports To:** Group Head of HR

**Hours of Work:** 37.5

**Supervisory Responsibilities:** TBC

**Travel Required:** National

**Main Purpose of the Role**

* As HR Business Partner, you will play a strategic and hands-on role in delivering a people strategy that supports the recruitment, development, and retention of staff across our residential children’s homes, education services, and fostering teams. You will work closely with operational leaders to build managerial capability, enabling confident, consistent, and values-led leadership across the organisation.
* With a focus on early intervention, you will proactively identify workforce trends and challenges, offering timely, practical solutions that support staff wellbeing, engagement, and performance. You will contribute to the growth and sustainability of our services by aligning HR practices with operational goals and future workforce needs.
* Above all, you will champion a culture where every colleague is recognised as a life changer—empowered to make a lasting difference in the lives of children and young people through safe, nurturing, and high-quality care and education.

**Key Responsibilities**

### **Strategic Partnership**

* Work closely with senior leaders to understand organisational priorities and translate these into people plans.
* Support the delivery of the Compass People Strategy, embedding a culture of accountability, inclusion, and continuous improvement.
* Support the implementation of organisational change including restructures and changes to terms and conditions.
* Provide workforce insights and data to inform decision-making and drive improvements in retention, engagement, and performance.

### **Employee Relations & Safeguarding**

* Provide expert guidance on employee relations issues, ensuring fairness, transparency, and compliance with employment law.
* Coordinate complex case management, including investigations, disciplinaries, grievances, and understand the need for safeguarding-related referrals.
* Partner with safeguarding and compliance teams to ensure HR practices support a safe environment for staff and young people.
* Support delivery of initiatives to improve employee engagement, wellbeing and retention.

### **Talent & Workforce Development**

* Support workforce planning, recruitment, and succession planning to ensure services are well-resourced.
* Partner with managers to identify skills gaps and deliver and access training, coaching, and development opportunities.
* Champion leadership capability, encouraging reflective practice and values-driven management.

### **Performance & Reward**

* Embed performance management frameworks that link to Compass’s mission and values.
* Partner with managers to manage underperformance constructively, fairly and timely and develop talent pipelines.
* Support the design and implementation of reward and recognition initiatives, including bonus and incentive frameworks.

### **Culture & Engagement**

* Act as a cultural ambassador, supporting initiatives that enhance inclusion, wellbeing, and staff voice.
* Lead on engagement surveys, including Net Promoter Score (NPS) pilots, and work with managers to deliver action plans.
* Contribute to HR projects that strengthen governance, modernise processes, use of AI and technology and improve employee experience.

**Senior HR Business Partner Additional Responsibilities**

* **Acting as Deputy for Head of HR**

Provide strategic and operational HR leadership in the absence of the Head of HR, ensuring continuity of service, decision-making, and stakeholder engagement across the business. This includes representing HR at senior leadership meetings at group level, managing escalated issues, and supporting critical business initiatives.

* **Coaching and Development of HR Business Partners**
Lead the development and capability-building of the HRBP team through coaching, mentoring, and knowledge sharing. Foster a culture of continuous improvement and professional growth, ensuring HRBPs are equipped to deliver high-impact support to their respective business areas.

## **Key Skills & Experience**

* Proven experience as an HRBP or senior HRBP, ideally within social care, education, regulated organisation, or a values-driven sector.
* Relevant HR qualification or working towards.
* Strong knowledge of UK employment law, safeguarding frameworks, and HR best practice.
* Skilled in influencing, coaching, and building strong relationships with leaders to enable them to effectively manage their people issues.
* Analytical mindset, able to interpret workforce data and generate insights.
* Excellent communication skills with the ability to manage sensitive and complex issues with discretion.
* A knowledge of social care recruitment processes and regulatory requirements would be advantageous.

The details contained in this Job Description is not an exhaustive list of duties and you will be expected to perform different duties commensurate with the level of the post as required by the organisation and the overall objectives of the group. The nature of the organisation means that tasks and responsibilities are sometimes unpredictable therefore colleagues are expected to work flexibly when the occasion arises. Travel is expected as part of this role, including travel to other Compass Community offices, homes and schools.