

Job Description: People Business Partner (Central) – Maternity Cover / FTC

Reports to:	Director of People and Projects
Start date:	As soon as available
Location:	Yellow Building, London
Salary:	£50-55,000 (DOE)
Duration:	Fixed Term Contract – Maternity Cover

The Role

In this role, you will be expected to be a contributing member of the wider People Team, bringing your professional knowledge and personal creativity to continuously improve the quality of the People service to the Central team.

You will gain exposure to many different aspects of the charity's strategy and operations and be accountable for the successful management of the full employee life cycle, including systems and processes as well as leading excellent client relationships across the organisation. Through Ark Ventures you'll also have the chance to support the growth and development of some of the most exciting start-ups in the education sector.

Key Responsibilities

- Line manage the Central People Advisor
- Partner with Ark's Central team to support all key people processes, providing guidance, coaching and constructive challenge when appropriate
- Work closely with the wider People Operations team to ensure a smooth and effective end to end HR service is provided to the Centre and Ventures.
- Collaborate with the HR Operations Manager to identifying gaps in efficiency and find ways for continuous improvement.
- Work closely with the central recruitment lead to ensure the effective attraction and recruitment of exceptional candidates to the central teams
- Work closely with the central finance team and schools business partner team to manage the annual central pay review process
- Build strong, influential relationships with key stakeholders, meeting them regularly to discuss and advise on people challenges
- Provide guidance on people practices such as restructures and succession planning
- Bring people expertise and develop solutions to help the business area to deliver its strategy
- Act as a local point of people expertise providing input across a full range of HR areas delivering high impact solutions that meet the needs of the business
- Coach and build the capability of senior managers to anticipate and pre-empt organizational issues.
- Build and revise policies and procedures for the Centre as necessary
- Use data and analytics to measure the effectiveness of tools and policies and understand the landscape for further improvement
- Work alongside the Head of Talent to support the development of an internal talent pool and internal mobility both within the centre and between the centre and schools
- Support leavers, capturing lessons learnt through exit interviews and using this information to improve the quality of working life in the central office
- Collaborate with the Communications team to ensure effective communications to central teams

- Support and/or lead project work in support of Ark's plans and priorities (e.g. apprenticeships, flexible working and diversity and inclusion)
- Keep up to date with external trends and best practice in the areas of expertise and HR more broadly
- Continuously drive improvements in process and policies through external market trends, insight and internal best practice

We expect you will already be operating in a similar role and be comfortable and confident in working directly with senior leaders.

Person Specification

Qualification Criteria

- CIPD qualified (or equivalent)
- Right to work in the UK

Knowledge, Skills & Experience

Personal qualities

- A strong track record as a Business Partner, including demonstrating strong experience of relationship management at a range of levels
- Be able to inspire confidence through quality of technical HR skills and excellent stakeholder engagement;
- Be skilled in achieving results through influence and personal credibility;
- Be comfortable in a fast-moving, dynamic and challenging environment, with a focus on outcomes;
- Be an effective planner, well organized, and consistently deliver on promises
- Be calm and organised under pressure;
- Be a quick learner who can navigate the Ark organisation, and ensure work is processed fast and efficiently;
- Have outstanding communication skills, both written and oral;
- Have strong analytical skills, able to process and present data with confidence and clarity, ensuring key messages are clear and well communicated to teams and team leaders;
- Be a committed team-player who enjoys contributing to debates in a constructive way;
- Be comfortable operating as a role model to colleagues, embodying the Ark values.

Values

- Personal vision is aligned with Ark's high aspirations and expectations of self and others
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence above norms

Other

- This post is subject to an Enhanced Disclosure and Barring Service Check