

# **People Partner (HR Business Partner)**

## Candidate information pack

**Together we make it possible**



# We are Affinity Trust.

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Affinity Trust is a social care provider and charitable organisation working in England and Scotland. With more than 30 years of experience, we specialise our support to people living with learning disabilities, autism, and other assessed needs.

Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people can live an active and fulfilling life.

Our organisation is a registered provider with the **Care Quality Commission** in England and the **Care Inspectorate** in Scotland.

We are a registered charity in **England and Wales** and in **Scotland** and operate as a company limited by guarantee registered under the Companies Act of 1985.

## Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.

**Together we make it possible.**



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## Purpose

Our purpose is supporting people to live their lives, their way.

## Our values



### **People are at the heart of everything we do.**

We listen, we learn, we build on strengths



### **We give our best.**

What we do matters. Good days and bad. We take responsibility.



### **We work together.**

We are one team and value people's strengths and differences. We are open and trusting with each other.



### **We have courage.**

We try new things. We are creative and adaptable.

# People Partner

## Reports to: Head of People Partnering

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### Job Purpose

The People Partner (HR Business Partner) will play a key role within the People Team, providing both strategic and operational HR support across Affinity Trust. The postholder will act as a trusted partner to senior leadership, managers and stakeholders, supporting complex employee relations matters, leading HR projects and contributing to the development of clear, practical and compliant people policies and processes.

### Key Responsibilities

- Provide proactive, pragmatic and commercially aware HR advice and guidance to managers and stakeholders across the organisation, supporting them to manage people matters confidently, consistently and in line with organisational policies, employment legislation and good practice.
- Manage a varied and complex employee relations caseload, including grievance, disciplinary, dismissal, settlement agreement, absence, AWOL, occupational health and tribunal-related matters, ensuring cases are progressed in a timely, fair and risk-aware way.
- Coach, guide and support managers to resolve people matters effectively, helping them to understand their responsibilities, apply policies consistently and make balanced decisions that take account of both individual circumstances and organisational risk.
- Lead or support a range of HR projects and change activity, including restructures, consultations, investigations, TUPE processes and policy reviews, ensuring activity is well planned, clearly communicated and delivered in line with legal and organisational requirements.
- Use workforce data, HR insight and case trends to identify emerging issues, support informed decision making and recommend practical actions that improve manager capability, employee experience and service outcomes.
- Support effective sickness absence management by advising managers on short-term and long-term absence cases, occupational health referrals, reasonable adjustments, return-to-work planning and appropriate formal action where required.
- Build strong, credible and trusted relationships with managers, leaders and stakeholders, acting as a true business partner by understanding operational priorities, providing constructive challenge and helping to identify practical people solutions.

- Contribute to the review, simplification and continuous improvement of HR policies, procedures, templates and guidance, ensuring they are clear, accessible, legally compliant and practical for managers to apply.
- Support compliance with relevant regulatory requirements, including expectations linked to CQC and SSSC regulated services, by providing HR advice that reflects the importance of safe, consistent and values-led people management.
- Contribute positively to the wider People Team by sharing knowledge, supporting colleagues, role modelling Affinity Trust’s values and helping to maintain a collaborative, responsive and solution-focused culture.

## Person Specification

Factor	Essential	Desirable
<b>Values</b>	<p>Demonstrates organisational values:</p> <ul style="list-style-type: none"> <li>• <b>People at the heart of everything we do</b> We listen, we learn, we build-on strengths.</li> <li>• <b>We give our best.</b> What we do matters. Good days and bad, we take responsibility.</li> <li>• <b>We work together.</b> We are one team and value people’s strengths and differences. We are open and trusting with each other.</li> <li>• <b>We have courage.</b></li> <li>• We try new things. We are creative and adaptive.</li> </ul>	
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience operating in an HR Business Partnering role.</li> <li>• Strong knowledge of UK employment law and HR best practice.</li> <li>• Experience of managing complex employee relations matters, including disciplinary, grievance, absence, dismissal and occupational health cases.</li> <li>• Experience of leading or supporting TUPE processes, restructures, consultation activity and HR projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of reviewing and simplifying HR policies, procedures and employee handbook content.</li> <li>• Experience of using Microsoft Excel and PowerBI to analyse people data and produce meaningful insight.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience working in a regulated environment, ideally within care, charity, education or a similarly complex setting.</li> <li>• Ability to analyse HR data, identify trends and use insight to inform decision making.</li> <li>• Strong stakeholder management skills, with the ability to build credibility and trusted relationships at all levels.</li> <li>• Confident coaching managers and providing clear, practical and risk-aware advice.</li> <li>• Excellent written and verbal communication skills, with the ability to adapt style for different audiences.</li> <li>• Strong organisational skills with the ability to manage competing priorities in a fast-paced environment.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• CIPD qualification or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Training or certification in internal communications, employee engagement, or related disciplines (e.g. CIPR, IoIC).</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Pragmatic, hands-on and solution focused.</li> <li>• Confident taking ownership of complex issues and seeing them through to resolution.</li> <li>• Collaborative and able to work effectively as part of a small, busy team.</li> <li>• Resilient, adaptable and comfortable balancing strategic and operational priorities.</li> <li>• Positive, values-led and committed to supporting an inclusive workplace.</li> <li>• Curious and improvement focused, with the confidence to challenge existing ways of working.</li> </ul>	

# Next steps

## Are you ready to join us?

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### Salary and Benefits

The salary for this role is £46,664.92 pro rata, We are offering this position on a full-time basis for a fixed term of 9 months.

31 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us.

- **Hybrid working** - We recognise that offering our employees the flexibility to work two days in the office and three days from home not only enhances productivity and sparks creativity but also cultivates stronger collaboration through a blend of in-person and remote interactions. Our locations are Thame and Leicester for the two days in the office.
- **Stream** – an app that gives you access to a percentage of your pay as you earn it, access to coaching, vouchers, discounts, cashback and more.
- **Blue light card** – we will reimburse your Blue Light Card membership which provides discounts in your favourite shops and restaurants.
- **Simplyhealth** - Fully funded health cash plans giving you access to a 24-hour GP, money back on prescriptions, dental treatment, opticians and access to many more health benefits.
- **Buy and sell annual leave** – transfer windows open twice a year.
- **Pension and Life Assurance** - you'll be enrolled into our Scottish Widows pension scheme and Life Assurance scheme.

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Trust