

1. JOB DETAILS

Job title:	Talent & HR Business Partnering Head	Job grade:	Manager II/Senior Manager grade 6/7
Reports to (position):	Head of HR	Certified Role: (Y/N)	N
Department:	Human Resources		

2. JOB PURPOSE

The Talent & HR Business Partnering Manager is responsible for the delivery of HR business partnering, recruitment, training and key HR processes and procedure management. Will work closely with the Head of HR to ensure the function is compliant from a legal and regulatory perspective and that all staff are fit, proper and competent to fulfill their duties and ensure good customer outcomes. Further ensure that all HR related SMCR and regulatory documentation and processes are in place and are fit for purpose.

The key deliverables of this position are to ensure 1: we deliver a first-rate HR function and business partnering service and 2: Focus on developing and retaining people through robust training interventions and talent management strategies. 3: Ensure the bank has a healthy culture and is a great place to work 4: Continue the business and HR transformation ensuring the bank is correctly and sustainably organized and 5: work with the HR team to ensure the Bank's HR processes, systems, controls are simple, easy to understand, documented and consistent.

This role will:

Lead on many HR projects and the incumbent will be expected to provide pragmatic solutions that align HR delivery with the bank and key stakeholder objectives.

Directly manage the Recruitment and HR Business Partner.

Deputise for the Head of HR at Management Committee / Board meetings as required.

3. JOB DIMENSIONS

Number of staff supervised:	Direct reports:	1
	Total team size (including direct & indirect reports):	N/A
Financial dimensions:	Income target:	NA
	Operating budget:	NA
Other (e.g. number of branches, customer volumes):		NA

4. KEY ACCOUNTABILITIES & RESPONSIBILITIES

Description
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<p>Talent & HR Business Partnering Functional Responsibilities</p> <ul style="list-style-type: none"> - Influence and build relationships with key stakeholders in the bank ensuring consistency of HR procedure and policy approach. Ensure that the Head of HR and other team members are involved in matters as appropriate and kept aware of any people developments. - Manage the annual Performance Management and Compensation cycle (Goals – Mid-Year – Year-end) for the bank, supporting the Head of HR in setting up the process, training and delivery. - Manage the annual Goal setting cycle for the bank, supporting the Head of HR in setting up the process, training and delivery. - Responsible for the Recruitment function – with end-to-end recruitment support from the HRBP on all aspects of recruitment. - Facilitate learning and developing interventions across the Bank and deliver internal HR training such as Values, Diversity and Inclusion and the Bank’s Induction Day. - Ensure the HR Operations and Training logs are kept up to date and accurate. - Oversee the Employee Onboarding and Offboarding processes – New Joiner, Induction, Exit interviews. - Bring HR expertise and develop solutions to help the business to deliver its strategy. - Support the Management Committee to deliver the people agenda and manage people challenges. - Manage and coach the HRBP in their business partnering role to support Management in all aspects of their and their teams’ HR requirements i.e. recruitment, performance management, training, ER advice.
<p>Diversity, Inclusion & Workplace Culture & Engagement Forums</p> <ul style="list-style-type: none"> - Support the smooth running of the Diversity Inclusion and Workplace Culture and Engagement forums – maintaining a tracker and preparing necessary management MI as required. - Liaison with other Forum members to ensure all events go ahead as per plan, and provide support wherever needed.
<p>HR Projects & Transformation</p> <p>Work with the Head of HR to implement key projects and initiatives. Must be able to plan and deliver change management/organisational development and restructuring initiatives seamlessly.</p>
<p>HR Policies, Procedures and Documentation</p> <ul style="list-style-type: none"> - Ensure HR Policies, Procedures and documentation are kept up to date, meet UK employment law and regulatory requirements and are kept relevant. - Review best practice in the Financial Services industry and endeavour to ensure HBL UK’s HR procedures and processes exceed the market benchmark. - Review all key HR documentation contract of employment, settlements agreements, all HR correspondence to ensure fit for purpose and meets UK regulatory and legal requirements.
<p>HR Operations & Reporting:</p> <p>Working with the HR Operations and Reporting Manager</p> <ul style="list-style-type: none"> - Check Payroll for 100% accuracy before processing - Check new joiner documents as a double check - Ensure the HR Operations log, Org charts, reporting lines and JDs are correct and up to date

- Provide quarterly MI and presentations to the Head of HR on key HR activity and people statistics.

5. QUALIFICATIONS AND EXPERIENCE

Minimum qualifications:

- Degree Educated and/or CIPD qualification.

Experience, Skills & Competencies:

- Broad generalist HR experience in diverse HR functions within Financial Services, preferably within commercial or corporate banking.
 - Strong Knowledge of UK regulation and the SMCR. Ability to interpret relevant regulations as they apply to HR and ensuring bank staff are fit, proper and competent.
 - Ability to design and deliver internal training programs.
 - Strong knowledge of UK employment law legislation and its application.
 - Project Management and delivery.
 - Excellent written skills ability to write policies, procedures, reports and clear communications.
 - Proven HR Business Partnering Skills supporting C-suite stakeholder groups.
 - Leadership / managerial experience preferred, with the ability to work as part of a small team with a flexible approach and a can-do attitude.
 - Ability to deal with ambiguity and maintain composure in a challenging environment, remaining organized with good time management skills.
 - Highly developed analytical abilities and ability to multi-task.
 - Ability to work in and adapt to a fast-paced environment where change, resilience and flexibility is crucial.
 - A strong communicator, with the ability to listen, organise and prioritise with impeccable attention to detail.
 - Excellent writing skills able to produce All Staff Communications and Management/Board level reports.
 - Ability to present to the Board and Management Committee and represent the function professionally and credibly.
 - Must be able to produce professional ad hoc reports and presentations as required.
 - Strong MS skills and has ability to manipulate excel spreadsheets, v-look up and present numerical data.
- Preferably also has some:
- Experience of running operational side of HR and ensuring procedures are adhered to and data/employee documentation is stored in a structured and sustainable manner.
 - Knowledge of HRMS /HCM/Payroll systems including delivery and implementation.
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6. JOB CONTEXT

Conduct Rules

The incumbent is subject to the **Individual Conduct Rules** as outlined in the FCA Handbook COCON Section 2.

HBL Values

The incumbent must exemplify & abide by the HBL UK Values, Commitments & Behaviours:

- Integrity – Be Ethical & Fair
- Customer Centric – Deliver Great Experiences
- Value People – Respect, Empower, Appreciate
- Progressive – Innovate & Challenge
- Excellence – Be Your Best

Frameworks & Policies

The incumbent must ensure full compliance with the Bank's policies and frameworks relating to:

Compliance, Human Resources, IT & Information Security, Health & Safety, Risk & Credit, Operational Risk, Conduct Risk, Vendor Management, Whistleblowing, Complaint Handling, New Products, Services and Promotions, Expense Management & Internal Audit.

7. APPROVALS

Job holder	
_____	_____
Signature	Date

Line manager	
_____	_____
Signature	Date