

HR Business Partner

The basics

Salary	£30 – 38,000 depending on experience
Location:	Central London
Responsible to:	Director of People & Organisational Development
Working Hours:	Standard full time
Holiday:	25 days per annum
Equal Opportunities:	Future Cities Catapult is an equal opportunities employer and commitment to this process will be expected.
Date Written:	23 rd November 2016

Who are we?

We're the Future Cities Catapult, a global center of excellence on urban innovation. We bring cities, businesses and universities together to ask: how can our cities take a more joined-up approach to the way they plan and operate?

We enable UK-based start-ups, SMEs and larger firms to develop transformational products and services, through making projects happen, identifying prototypes, and connecting innovators to opportunities. We draw-out and help apply cutting-edge research from academia and other research centers. And we also help shape the market for innovations, through supporting testing, providing evidence and enabling financing

So what's it about?

We're looking for a bright and dynamic HR professional to join our People and Organisational Development team. HR Business Partners play an important role within our organization. By partnering with our operational divisions, managers and employees, they help to develop a high-performance culture across the organisation. You will be embedded with one of our operational teams where you will be responsible for ensuring best practice human capital management, the implementation of our people and organizational development strategy, anticipating resourcing requirements and addressing any emergent people issue with professionalism.

What will you be doing?

Owning Human Capital Management: Working directly with the management and employees of your business unit, you will be responsible for ensuring the implementation and maintenance of best practice full spectrum human capital management, including: workforce planning, recruitment and resourcing; on-

boarding and induction; performance management; career development and learning; employee relations and compliance; employee engagement, and implementation of the people and organizational development strategy. As a member of the People and Organisational Development team, you will also be required to work on developing the strategy, and discrete cross-functional projects from time to time.

Act as a trusted HR advisor – Your capability will provide your internal clients with the confidence to trust you with highly confidential matters pertaining to employment. You will have a strong understanding of employment regulations and compliance requirements, as well as ensuring that the personnel functions (such as: contract management, payroll, time and attendance management) relating to your business unit run like clockwork in an effortless manner.

Owning HR infrastructure – You will make sure the Catapult’s people and talent processes are running smoothly and business as usual on a daily basis. You ensure that all employees of Future Cities Catapult are well supported in respect to their work environment, by responding to requests in a friendly, accurate and professional manner.

Being HRIS superuser – you will be an HR information systems ninja, deftly fishing for good candidates from our talent pool in the Applicant Tracking System, pulling reports from our HRIS – Fairsail – and using other software or tools to visualize relevant people analytics in a compelling way. You will be able to interpret and analyse data from various sources in order to understand the operational health of your business unit, plan appropriate projects, and to work effectively to advise managers.

Developing our High-Performance Culture – you will work with the Director of People and Organisational Development and the management of your business unit to develop a culture that is consistently high performing across the organisation, and embedded in our nine core competencies:

- Commerciality
- Discovery and Innovation
- Conceptual Ability
- Leadership & Influence
- Drive for Quality & Results
- Collaboration
- Project Delivery
- Coaching & Learning
- Courage & Resilience

The overall objective of this role is to contribute to making Future Cities Catapult a great place to work!

What will the first year outcomes of your role be?

Outcomes are what you need to accomplish in your role. Always useful to know these before you start. These are not all the outcomes you will be expected to achieve, but some of the primary ones:

Flawless operation of People and Organisational Development

Processes:

- Understand all Future Cities Catapult policies and practices, and be an ambassador for the organisation to candidates and current employees by upholding a high level of professionalism at all times.
- Implement and become HRIS super-user within two months.
- In collaboration with your internal clients, build an effective workforce plan for your business unit that forecasts resourcing needs for the coming year.
- Establish regular management information reporting and talent analytics practice that is 100% accurate and found valuable by Executive Management Team. Understand the metrics that pertain to the organisation generally, and specifically to your business unit, and identify clear action plans for improvement.
- Ensure full compliance in your business unit with internal processes relating to people and organisational development, including: timesheets; time and attendance recording; payroll; objective-setting; competency reviews and career development planning.
- Ensuring inductions are well planned, supporting managers in your business unit with the delivery, and ensuring all mandatory training and compliance requirements are implemented.
- Administer payroll and all benefits with 100% month-on-month accuracy.
- Provide day-to-day guidance on all employee queries with high satisfaction rate.
- All probation reviews and appraisals take place and are recorded appropriately 90% of the time within 2 weeks of milestone dates.
- Assisting line managers in the process of performance management, providing day-to-day guidance and best practice advice.
- Undertake recruitment, sourcing and identifying amazing candidates, working with recruitment partners, screening/qualifying and interviewing candidates that deliver to the workforce plan or can be a member of the Future Cities Catapult talent pool.
- Actively contribute to the development of the People and Organisational Development Strategy, and take the lead in the implementation of at least three discrete organisation-wide projects that improve our human capital practices within the first year.

What kind of person are we looking for?

We're looking for a bright and enthusiastic HR professional committed to delivering highest quality operational practices. You'll have HR Business Partner experience in a busy hands-on role and be a true team player. You will need to be degree qualified in human resources, industrial relations, economics or other relevant discipline and achieved a minimum Associate CIPD professional qualification or equivalent.

Future Cities Catapult is a maturing organisation, having moved through a rapid start-up phase, we are now focusing on operational excellence in project delivery. It is important that HR Business Partners in this environment have a "can-do" attitude and step up to the challenges of working in a fast paced, dynamic and developing organisation. In addition, we expect our HR Business Partners to have meticulous attention to detail, excellent time management and prioritization skills, communication (verbal and written), and online skills. As an innovation organisation, we are also looking for that additional X-factor: HR Business Partners that can bring great ideas to the table and turn them into a reality.

What about our culture?

We are a rapidly growing organisation with a mission to make urban innovation happen. We are all deeply committed to our mission, and you will need to share that commitment. And you will have to be happy working in a fast-moving, unstructured and cross-disciplinary environment.

Things change as we learn, and you'll need a degree of adaptability. Our culture is open, collaborative and relatively non-hierarchical. We've tried to capture our way of working in three principles:

- (i) Break new ground** – we're transformative, imaginative and intelligent
- (ii) Play nicely** – we're collaborative, approachable and fair
- (iii) Make it a reality** – we're down to earth, tangible and we get stuck in.

You'll thrive in an environment that sits between public and private, between cities and tech, between art and science, between research and practice. If you are excited by the possibility of working in one of the world's leading urban innovation centres, a place stuffed with a diverse group of talents and perspectives, we would encourage you to send your application.

Want to apply?

Send your CV with covering letter via our [application portal](#). In your cover letter tell us why you're right for the job.

First round interviews are planned to take place on Friday 12th May, with final face to face interviews taking place on Thursday 18th May.

www.futurecities.catapult.org.uk

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