

People Business Partner Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

Our values

Our values tell everyone who we are as an organisation. Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us what we all stand for. Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are Determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

People Business Partner

Position in the Organisation

Reports to the Head of People Partnering
Member of our People Partnering team.
Part of our People directorate.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

The People Business Partners will play a pivotal role in the development and delivery of the Directorates people plans, enabling an inclusive and high-performance culture. The role holders will be part of a team of customer focused and strategic business partners, responsible for shaping and delivering the Directorate people plan, ensuring alignment with the Society's strategy and enabling the best possible employee experience.

The People Business Partners are the conduit between our People centres of experts and our colleagues across the business, ensuring that plans and priorities are aligned. With accountability for all ER and people delivery activities within their directorate, they will commission People Advisors to support people activities in their Directorate.

Blending HR expertise with deep understanding of the Society, the role holders will facilitate the creation and delivery of plans that bring transformation in talent management, capability development, and people management, producing outcomes that deliver lasting impact.

Through building trusted partnerships, the People Business Partners translate strategy into operational plans, providing a customer focused service throughout all stages of the employee experience for the Directorate they partner with. The role holders will also deputise for the Head of People Partnering on range of HR matters as needed.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A Trusted Expert who believes in working Better Together and demonstrates true Compassion.

Key Accountabilities and Responsibilities

- Lead the development of Directorate people plans, identifying interdependencies and opportunities for collaboration across the Society and ensuring alignment with strategic priorities.
- Enable and lead the delivery of the Directorate people plan as a trusted advisor, providing appropriate support and challenge to achieve high quality outcomes.
- Provide guidance, direction and feedback to the People Delivery Advisor(s) ensuring their work and priorities are aligned, consistent and of high quality.
- Provide innovative and value-adding people advice and interventions to Directorate initiatives, using People team specialists as required, ensuring outcomes that continuously enhance the people experience.

- Lead and provide expert guidance on all Employee Relations activity with their directorate, with matrix line management and guidance of the ER and Change Adviser. Ensure ER learnings are shared and improvements identified
- Understand, anticipate, influence and contribute to the design and delivery of strategic and operational change, ensuring the contribution of the relevant People specialists/teams and the right linkages made across the Society at the right time.
- Contribute to the development, delivery and monitoring of the People business plan and associated People Partnering Team plan.
- Proactively identify and resolve people issues in the aligned Directorate, connecting with People Directorate colleagues behind the scenes to ensure a tailored and seamless customer experience.
- Coach and build the capability of senior managers to anticipate and pre-empt organisational issues.
- Challenge behaviours that do not align to the values of the organisation, proactively seeking to improve team culture and leadership performance
- Use people data and insight to provide analysis and advice, enabling effective decisions, organisation effectiveness and a compelling people experience.
- Ensure the Society's adherence to policies and procedures and that effective people management controls are in place.
- Work collaboratively with Workforce Planning Lead to understand the current workforce for the aligned Directorate, including skills and knowledge as well as broader EDIB, demographic, retention and engagement data.
- Role model and promote a culture of continuous improvement in people management and processes, delivering exceptional standards of service and driving value and efficiency where possible.
- Keep abreast of industry best practices and emerging trends in HR, sharing insight to enhance people plans and provide expert HR advice and guidance.
- Enable an inclusive and high-performance culture, ensuring that our values and expected standards of behaviour are embedded in the aligned Directorate.
- Be seen as the aligned Directorates People expert, providing guidance, coaching and challenge on complex employee relations cases, understanding root cause issues and ensuring learnings are embedded across the organisation.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data

and recommending action as required.

- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Holds Chartered CIPD professional qualification; (or equivalent experience).	E	A
Demonstrable experience of business partnering with a 2 or more Directorates/business functions, across multiple locations. Enabling delivery of strategic change and operational outcomes.	E	A/I
Demonstrable experience of leading significant, cross organisational change.	E	A/I
Experience in the resolution of complex Employee Relations matters.	E	A/I
Commercial and customer focussed, with expert understanding of all elements of the people experience.	E	A/I
Experience of creating pragmatic solutions, with clear accountability for shaping and enabling the delivery of people plans.	E	A/I
Builds lasting and effective relationships, using highly developed communication and influencing skills to enable successful collaboration	E	A/I
Understanding of UK employment law and HR good practice, with ability to translate into pragmatic advice and solutions	E	A/I

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	E	A/I
Be a self-starter and incredibly motivated.	E	A/I
Excellent organisational, planning and prioritisation skills with ability to achieve outcomes to defined standards.	E	A/I

Strategic thinker with proven ability to translate strategy into operational plans	E	A/I
Non-judgemental, influential communicator, role models our values	E	A/I
Commercially focused with confidence to use data and insight to inform decisions.	E	A/I
Understanding of the inclusion agenda and its relevance within a diverse society, along with a commitment and understanding of equal opportunities	E	A/I
Demonstrate agility and flexibility across the full People Partnering function, with a willingness to respond to business needs	E	I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave