

# It starts with community

The National Lottery Community Fund  
Role Profile



## People Business Partner

<b>Directorate:</b>	People & Culture
<b>Department:</b>	People Team
<b>Role/Competency level:</b>	Level 3
<b>Reports to:</b>	Deputy Director of People



# Role Profile: People Business Partner

## Role purpose

You'll be the lead people business partner for a designated area of work, supporting and enabling people related solutions through tailored HR and OD interventions to enhance organisational delivery.

You'll use your specialist knowledge and expertise in one or more areas, including employee relations, HR policy, organisational development, recruitment and retention strategies to design and deliver a range of People/OD strategies aligned to the strategic direction of the Fund.

You will ensure people management activity promotes a high performing culture. To do this you will build and develop the capability of our managers and leaders through support and coaching as well as providing tailored advice and training solutions to maximise their ability to improve people management.

As a business partner you will influence and negotiate with senior stakeholders and trade union colleagues to ensure successful delivery of organisational and cultural change and to maintain excellent employee relations, supporting a culture of trust and strong employee engagement. You will build your credibility by providing proactive professional advice and guidance on a range of employment issues, often handling complex and sensitive situations and advising managers in making commercially and legislatively sound decisions which minimise risk to the Fund.

As a People specialist you will keep up to date with best practice in HR and OD, committed to your own and the team's professional development, using this wider knowledge to improve and develop the HR service.

The role of Business Partner will necessitate the role holder to manage, or be a key player, in various People initiatives. This may be large scale Directorate changes, the introduction and embedding of People strategies or a new management development initiative.



## Role Profile: People Business Partner

### Key responsibilities

- Support and enable colleagues through professional advice, guidance, coaching support and training solutions
- Design and deliver a range of People/OD strategies
- Support complex cases or tribunal claims as appropriate
- Support the Fund's relationship with its stakeholders and joint unions
- Support People/OD contract procurement and management



# Role Profile: People Business Partner

## Knowledge, skills and experience

- CIPD level 7 qualified or equivalent relevant experience/expertise in HR/OD related discipline.
- A significant knowledge of employment law and developments in employment legislation
- Experience of resolving complex employee relations issues is essential
- Procurement and contract management experience
- Strong stakeholder management skills and the ability to communicate and influence at all levels
- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.



# Role Profile: People Business Partner

## Role competencies: Level 3

- **Strategic direction**  
Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- **Leading our culture**  
Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- **Working together**  
Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- **Delivering quality results**  
Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- **Diligence and control**  
Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- **Developing self and other**  
Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

## Our Values



### We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



### We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



### We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



### We are adaptable

We welcome and embrace new ideas and ways of working.



### We are compassionate

We work with care consideration and humility.