



JOB DESCRIPTION

JOB TITLE	People and Culture Partner
DEPARTMENT	People and Culture
TYPE OF CONTRACT	Permanent, Full-time
RESPONSIBLE TO	Director of People and Culture
RESPONSIBLE FOR	People and Culture administrative assistant (Part-time)
GRADE AND SALARY	Grade 6 £ 46,844 - £51,190 Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	35 hours per week; Monday to Friday (9.30am – 5.30pm)
KEY WORKING RELATIONSHIPS	Employees, area leaders, Senior Managers. Finance, Marketing areas. People and Culture Team.
INTERNAL	
EXTERNAL	HR professional and sector networks
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 5 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
(2) PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations

(4) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(6) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(7) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(8) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. Where hybrid working is deemed possible there is a minimum expectation of at least 40% of your time in the office and 60% of your time to be worked from home.
(9) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in Service
(10) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket

JOB PURPOSE

The role of People and Culture Partner is operationally critical to supporting the delivery of LAMDA's 2030 strategy. The purpose of the role will be to work with the Director of People and Culture to develop and transform LAMDA's People function. Working to develop and modernise HR processes and support the organisation on this journey and culture shift from transactional service to a truly people partnering function that looks to develop relationships, support, coach and guide leaders to empower a people and culture shift.

The role will provide core professional knowledge and skills in core underpinning areas of human resource management, specifically in the field of employee relations and policy development. You will work closely with team members collaborating to develop the tools and resources that will enable leaders and SMT to strategically drive progress and monitor performance across LAMDA's workforce.

In addition, you will work with area leaders to develop and shape innovative ways of thinking to support and grow a diverse workforce and foster an inclusive workplace culture. This will take the form of developing and delivering strategic projects and initiatives that look to engage colleagues across the whole organisation, on topics such as workforce training, development, wellbeing and benefits.

DUTIES AND RESPONSIBILITIES

- Lead and coordinate the management of employee relations cases, including absence management, investigations, grievances, disciplinaries and appeals.
- Liaise and maintain relations with external professionals Occupational Health, Access to Work and legal professionals in the course of case management.
- Work in conjunction with the Director of People and Culture on complex ER cases to ensure consistent application of company policies and employment law.
- Provide coaching and guidance to leaders to foster a transparent workplace culture that is open, supportive and fair which leads to an understanding of expected standards of performance to meet organisational needs.
- Act as a trusted advisor, delivering clear, confident guidance that is in line with legislation and company policies
- Maintain HR policies and procedures to ensure compliance with UK employment law alongside the Director of People and Culture.
- Identify any themes from cases to support proactive interventions and continuous improvement, especially in relation to leadership development and training support needs.
- Undertake job evaluation activities and support payroll with their enquiries.
- Undertake assigned organisational wide people projects that support LAMDA's strategic advancement in the areas of training, development, wellbeing, engagement and inclusion, etc.

Operations & Ways of Working

- Identify HR process improvements and implement best practice to improve efficiency.
- Work collaboratively with the wider People and Culture team to standardise and embed HR processes through systems and technology.
- Communicate, promote, brief and train line managers and employees in relation to process and policy developments, changes and benefits.
- Design, produce and present accurate HR data and reports, that provide people insights to support committee and senior management decision-making.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	CIPD qualification (Level 5 or above) or proven record of equivalent professional practice.	Coaching, Teaching, OD	Certificates, CV
SKILLS/ ABILITIES	Professional with sound boundaries of confidentiality Exercise professional judgement Strong written and verbal skills Investigation skills, report writing and presentation of findings. Consultation activities Influencing	Training and development	CV/ Cover Letter/ Interview
KNOWLEDGE	Strong knowledge of employment law Role or job evaluation activities Occupational Health	Equality Act (2010) Equal Pay	CV/ Cover Letter/ Interview
EXPERIENCE	HR operational management Line management or supervision Experience of confidently navigating complex and sensitive situations Using and producing people data and metric reports HR policy writing and development	Higher education environment Tribunal experience Working with Legal professionals and advisors	CV/ Cover Letter/ Interview

PERSONAL QUALITIES	Problem solving skills, analytical thinking Tenacious Collaborative whilst being and to drive and influence progress. Planning and organisational skills		CV/ Cover Letter/ Interview
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