**WORKDRY INTERNATIONAL**

**POSITION DESCRIPTION:**

**HR Business Partner**

**LOCATION:**  Monmouth Wales

**POSITION PURPOSE:** The HR Business Partner (HRBP) is a strategic advisor, partnering with senior leaders, driving people strategies that align with business objectives. The role blends operational HR expertise with strategic thinking, ensuring talent management, performance, employee engagement, and workforce planning initiatives support both immediate and long-term goals. By collaborating with Centres of Excellence (CoEs), Shared Services, and HRIS, the HRBP delivers an effective, data-driven HR service that enhances organisational success and employee experience.

**RESPONSIBLE TO:** Head of HR Partnering

**RESPONSIBLE FOR:** N/A

**REGULAR CONTACTS: External** External Legal Teams

**Internal** Senior Leaders and Business Managers

Employees & Line Managers

HR Leadership

Centres of Excellence (CoEs

Shared Services Team

Legal and Compliance Teams

**MAIN RESPONSIBILITIES:**

**HR Strategy & Business Alignment**

* Partner with senior leaders to understand business priorities and develop people strategies that drive organisational success.
* Align HR initiatives with business objectives, ensuring workforce planning supports long-term growth and business continuity.
* Work with HRIS to leverage data-driven insights that inform HR decision-making and highlight areas of focus.
* Act as a champion for HR best practices and continuous improvement within the business, ensuring HR is seen as a proactive and value-adding function.

**Talent & Performance Management**

* Support talent acquisition efforts in collaboration with CoEs to attract and retain top talent, ensuring hiring practices align with business needs.
* Implement performance management frameworks, coaching managers on feedback, goal setting, and development planning.
* Support succession planning discussions and career development initiatives to ensure workforce readiness and leadership pipeline sustainability.
* Provide guidance on organisational design and job role development to enhance productivity and efficiency.

**Employee Engagement & Change Management**

* Drive initiatives to enhance employee engagement, workplace culture, and retention through data-led approaches.
* Support leaders in managing change effectively, including organisational restructuring, mergers, or process transformations, ensuring smooth transitions and employee buy-in.
* Act as a key stakeholder in internal communication strategies, ensuring employees are well-informed and aligned with business goals.
* Work closely with leadership to build a positive work environment where employees feel valued and supported.

**HR Operations & Compliance**

* Ensure HR policies and practices comply with employment law, industry standards, and best practices.
* Work closely with Shared Services to streamline HR processes and free up time for strategic initiatives, ensuring operational efficiency.
* Provide expert advice and manage complex employee relations cases, ensuring a fair, transparent, and consistent approach to issue resolution.
* Monitor HR compliance risks and proactively address potential challenges before they escalate.

**Upskilling & Capability Building**

* Promote continuous professional development within the HR team and leadership, identifying key areas for growth and implementing tailored learning solutions.
* Identify key skills needed in a growing organisation and implement upskilling strategies to future-proof workforce capabilities.
* Encourage knowledge sharing among HRBPs to enhance consistency in HR approaches and drive best practices across the business.
* Support leaders in developing their people management skills, fostering a coaching culture that empowers employees and enhances organisational capability.

**HR Data & Insights**

* Use workforce data and HR analytics to track trends, identify potential risks, and proactively address recurring issues through targeted initiatives.
* Develop and deliver regular reports on HR metrics, such as employee turnover, engagement levels, and performance trends, to inform leadership decision-making.
* Ensure HR initiatives are data-driven and aligned with business objectives, measuring their impact and continuously refining strategies based on insights.

*The main responsibilities are outlined above. This is not a definitive list, and other tasks/activities may be necessary as the company’s commercial activities require.*

**QUALIFICATIONS & EXPERIENCE:**

* CIPD Level 5 or above preferred, or equivalent relevant experience.
* Further HR or business-related qualifications desirable.
* Proven experience as an HR Business Partner or in a similar HR role within a fast-paced, dynamic environment.
* Strong track record of working closely with leadership teams to drive HR strategies and influence decision-making.
* Experience in change management, workforce planning, and employee relations, with a proven ability to navigate complex HR challenges.
* Demonstrated experience in leveraging HR data and analytics to drive business outcomes.
* Excellent relationship-building and stakeholder management skills, with the ability to influence at all levels.
* Strong analytical skills, with the ability to translate HR data into meaningful insights and actionable strategies.
* Problem-solving and decision-making capabilities, with a proactive and solutions-focused approach.
* High levels of emotional intelligence and adaptability, ensuring effective communication and leadership support.
* Proficiency in HR technology, systems, and reporting tools