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| **Role title:** | People Business Partner  | **Responsible to:** | Head of Organisational Design and People Partnering  |
| **Division:** | People & Culture | **Department:** | People Business Partnering Team  |
| **Direct Reports and Level:** | No direct reports  | **Scope:** | Provides proactive HR services to MP&S and P&C leaders globally  |
| **Scale:** | People - Supports Business Development & Engagement and Commercial business areas with approximately 350 employeesManages project budget spend - £various  |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement | **Role Family** | Technical  |

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| **Overall Role Purpose** |
| The purpose of the People and Culture team is to enable leaders to cultivate and inspire an agile and engaged environment where colleagues are empowered to deliver the MPS Vision. The People Business Partner will work in partnership with leaders for Business Development & Engagement and Commercial, providing proactive HR services, helping to create, deliver and implement a people strategy that will drive the achievement of the corporate strategy through maximising employee engagement. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational Leadership*** Contribute to the development and delivery of the People & Culture strategy to plan, cost and quality
* Work with leaders across the relevant business area (UK and Internationally) to support the development and delivery of the annual people plan ensuring commercial alignment between the people strategy and the business strategy
* Promote positive employee relations at all times and champion a community environment which enables the diversity agenda, well-being of our colleagues and builds our reputation in the market place as a positive employer brand
* Lead on annual HR processes (salary, bonus, moderations) within the business area engaging with business leaders to ensure understanding and completion in line with governance forums timeframes
 | * Corporate Strategic priorities Vs plan
* Division Plan Vs plan
* MP&S People Plan RAG status
* People & Culture activity calendar
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| **Financial*** Support the setting of the departmental budget ensuring an efficient and effective operating model which minimises cost and maximises contribution to financial sustainability without compromising the member experience.
* Gather insight and analysis from people metrics and organisational data sources to inform business decisions and actions which results in a measurable improvement in business performance and people metric trends
 | * Operational budget Vs Plan
* Performance against specific MP&S/P&C project benefits
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| **Member*** Act as change agents leading on assigned People & Culture projects affecting MPS wide and roll out other projects/initiatives within Business Development & Engagement and Commercial ensuring delivery of projects to time, cost and quality and that can demonstrate a return on investment
* Support leaders to create a culture and capability in Lean / continuous improvement and project management to drive operational efficiency and great member experiences and outcomes
 | * Net Promoter score
* Member satisfaction scores
 |
| **People*** Coach leaders to improve their leadership capability to create a high performing, engaged and diverse Business Development & Engagement and Commercial leadership teams
* Build a strong internal and external network to inform continuous professional development, and contribute thought-leadership on HR policies and practice that will further enhance People & Culture’s contribution to business performance
* Utilise resource across the People & Culture teams to ensure the department provides an efficient and professional service which has optimal impact on business performance
 | * MP&S Leadership score vs Overall MPS score
* P&C Engagement score vs Overall MPS score
* Strong talent and succession plans
 |
| **Risk*** Contribute to driving an environment where all colleagues recognise the importance of risk identification and management within the team
* Adhere to business processes and controls which are in place to manage the Department within risk appetite; comply with policies and regulatory requirements (as applicable).
 | * Risk & Control Self- Assessments
* Audit Actions
* Maintain risk register
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| **Responsibilities (RACI)** |
| * Support on the leadership of P&C ensuring that colleagues build commercial understanding of the challenges and plans facing Business Development & Engagement and Commercial; act as an internal mentor and coach for the P&C team
* As the HR landscape continually changes, keep abreast of evolving legislation and best practice; recommend opportunities for MPS to become more efficient and effective in People and Culture practices
* Maintain understanding of HR best practice in order to promote high performance, coach and develop other members of the People & Culture department and demonstrate values and behaviours in accordance with company standards.
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| **Key Governance Responsibilities** |
| * Not applicable
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Others  |
| Building Capability in Self and Others | Leading Self |
| Influencing Others | Leading Others  |
| Collaborating for Results | Leading Self |
| Leading Self and Others | Leading Self  |
| Commercial and Risk Thinking  | Leading Others  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Graduate Membership of Chartered Institute of Personnel and Development
 | * Demonstrate thought leadership in HR policy and procedures
* High-energy work ethic, ability to establish vision, drive change and deliver results.
* Excellent oral and written communication skills, including ability to influence and persuade
 | * Detailed knowledge of human resources and employee relations approaches, methods and their application
 |
| **Desirable** | * Commercial understanding of MPS and its levers of successful business performance
 | * Use of people metric insight to inform people plans / decisions and actions
 | * Acted previously as a strategic HR Business Partner within a competitive commercial environment
* Delivery of transformation change programmes
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