

Job Title:	HR Business Partner
Service:	Central – People and Culture
Salary:	£45,000 per annum
Hours:	Full time, very occasional evening and weekend work required.
Reporting into:	Director of People and Culture
Direct reports:	No direct reports

Job Purpose:

To act as a trusted partner to senior leaders and managers, supporting the Director of People in delivering Centre 404's People Strategy and sector workforce priorities. The role focuses on embedding workforce planning, building management capability, and strengthening cultural development, ensuring the organisation is well placed to meet the challenges of the Adult Social Care Workforce Strategy and the new national pay deal.

Key Outcomes (12-month priorities)

- 1. Leadership Capability:** Deliver a six-month management development programme, with at least 80% of managers reporting increased confidence.
- 2. Workforce Planning:** Provide quarterly workforce analytics and insights that support Director-led decisions and contribute to a reduction in agency spend.
- 3. Employee Relations:** Reduce escalated ER cases through proactive coaching of managers.
- 4. Culture & Engagement:** Support improved staff engagement scores in the annual survey, with a focus on leadership and communication.
- 5. Workforce Strategy & Pay Deal:** Support the Director of People in embedding Adult Social Care Workforce Strategy priorities and pay deal changes into practice.
- 6. Equality, Diversity and Training:** Establish and maintain EDI baseline data (workforce demographics, pay gap, TIDE benchmarking) within year one.
Deliver agreed EDI and quality action plans, evidencing progress through quarterly reports and alignment with CQC and Ofsted expectations.
Achieve high compliance with EDI and quality-related training, and demonstrate improvements in staff survey results on inclusion and fair treatment.
Act as a point of contact for managers embedding EDI and quality initiatives in services, while providing data and analysis to inform the Director of People's strategic leadership.

Main Responsibilities

- Partner with managers across services to translate the Workforce Strategy into workforce practices.
- Analyse and interpret workforce data from People X'cd to provide actionable insights for workforce planning and retention.
- Design and deliver a management development programme and activities under the Director of People and Cultures leadership.
- Coach and challenge managers to handle ER issues confidently and consistently.
- Support the Director in embedding sector workforce reforms and national pay deal changes. Contribute to organisational development and cultural change initiatives.
- Model Centre 404's values, embedding a people-centred and outcomes-driven culture.
- Work with the Director of People, Head of Quality & Training, and CEO to deliver Equality, Diversity and Inclusion priorities and quality initiatives, including benchmarking through TIDE with the Employers Network for Equality and inclusion

- Embed co-production principles across HR processes (e.g. recruitment, induction, probation, training) by working with people who use services, families, and staff to shape materials, panels, and evaluation.
- Support managers to involve experts by experience in recruitment panels and staff development activities, ensuring consistency with CQC and Ofsted expectations for meaningful involvement.
- Monitor and report on the impact of co-production in workforce practices, providing evidence and feedback to inform the Director of People's strategic leadership

Person Specification

(E) Essential criteria (D) Desirable criteria

Qualifications	CIPD Level 7 (or working towards) or equivalent HR/OD and MCIPD Level 5	E
Physical requirements	Comfortable working in a variety of environments, including care settings	E
Knowledge & Understanding	Strong knowledge of organisational development, workforce planning, and leadership development	E
	Awareness of Adult Social Care Workforce Strategy and implications for workforce planning	D
	Awareness of issues affecting people with learning disabilities and/or Autism	D
	Understanding of and sensitivity to the discrimination experienced by members of vulnerable and/or minority groups	E
Experience	Understanding of regulatory frameworks (CQC/Ofsted) and workforce implications	E
	Experience of partnering with senior leaders on workforce planning and people strategy	E
	Demonstrated success in delivering leadership development and cultural change programmes	E
	Experience using workforce analytics to provide insights and support decision-making	E
	Background in coaching managers and reducing reliance on HR for ER issues	E
Skills & Values	Strong interpersonal skills, able to communicate and collaborate effectively with a range of people	E
	IT proficient, with the ability to confidently use a range of computer software	E
	Able to work on own initiative, proactively resolving issues	E
	Strong self-reflective skills, able to take learning from situations	E
	Able to maintain professional boundaries and handle confidential information appropriately	E
	Committed to concepts of equal opportunity, diversity and inclusion	E
	Committed to enabling choice, independence and wellbeing of people with learning disabilities and/or Autism	E
	Strong influencing, coaching, and relationship-building skills	E
	Excellent analytical and data interpretation skills	E
	Effective communicator and facilitator across all organisational levels	E
	Outcome-driven, proactive, and resilient in embedding change	E
	Able to support strategic priorities	E

Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.

Mission, Beliefs and Values

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.



Centre 404's **Beliefs** and **Values** are deeply rooted in the way that we work and will continue to underpin the future direction of the charity.