



HR Business Partner

Job Description & Person Specification

BeyondAutism

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Registered Charity No. 1082599

020 3031 9705

beyondautism.org.uk

 **BeyondAutism**

Table of Contents

About BeyondAutism	3
Our values	3
Job overview	3
What we can offer you	4
About the role	5
What you will bring to the role	6
Job information	7



About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. Children with an EHCP are up to six times more likely to be excluded for a fixed period or permanently than pupils with no special educational needs.¹ The majority of these pupils will have autism alongside other communication and learning difficulties.

We're activating networks and building local capacity with our solution focused Outreach team; and our unique Fast Responder service is working at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

- As HR Business Partner, you will partner closely with our leadership to deliver a first-class HR service to our staff. The role of HR Business Partner covers all aspects of generalist HR delivery, and you will be supporting our leadership with investigations, grievance hearings and sickness absence management.
- The post-holder will also be responsible for leading on performance management, improving staff engagement, promoting diversity and inclusion, providing quality and insightful HR advice to all staff, and leading on our organisational development through coaching and training of our staff at all levels. The post-holder will oversee the line management and the development of the HR and Recruitment Coordinator and work closely with the Senior Management Team to manage talent within BeyondAutism along credible career paths.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

HR advisory

- Be the first point of contact and provide advice and guidance to school and charity leadership and other employees on HR issues, employment legislation, policies and procedures, referring requests for advice on complex employment matters to the Head of HR.
- Provide support to line managers as required for employee relations cases, in particular, minute taking and ensuring compliance to good practice and BeyondAutism policies.
- Provide support for the appraisal and performance management processes, ensuring these are completed on time each year and outputs are used to inform the talent and career development procedures.

Talent management and learning and development

- Lead the development of an annual Training Needs Analysis drawing on the outcomes of the performance management process and with input from senior leaders to identify priority development needs.
- Work closely with the Talent Acquisition Manager and HR and Recruitment Officer to prepare, coordinate, and facilitate the monthly induction and onboarding process for new joiners.
- Develop an annual Training and Talent plan to prioritise and schedule training programmes and interventions.
- Provide a point of expertise for employee queries on CPD and training options and opportunities.
- Line manage and develop the HR and Recruitment Officer, ensuring one-to-ones, appraisals and regular coaching sessions are scheduled regularly.
- Work with the Head of HR to commission training from third parties.
- Manage the talent process to ensure clear succession thinking for key roles
- Work with the CEO, Head of HR and SMT to develop career paths that help grow internal talent pool.
- Ensure that staff work with leadership and the HR and Recruitment Officer to keep their training records up to date via our Ihasco and Every HR systems.
- Optimise the use of online e-learning programmes to deliver timely and effective development at the point of need.
- Deliver the termly Line Manager training programme.
- Work with the Head of HR to develop appropriate bespoke development programmes for participants in the Fast-Track Development programme.
- Provide development support to the growth of the organisation by developing a portfolio of products that can enable us to train and integrate new hires as we grow.

Payroll preparation and benefits

- Work closely with the HR and Recruitment Officer to administer the monthly payroll preparation and ensure accurate and timely staff information is submitted to payroll (including all new starters, leavers, absence and other payment changes).
- Work with the HR and Recruitment Officer to complete the salary and benefits review process, administering any pay changes following appraisals and annual pay awards.

Procedures

General HR administration

- To be familiar with and ensure compliance with the requirements of Safeguarding Children and Safer Recruitment, DfES, 2007, including attending training as required.
- To assist with the drafting and development of new policies and procedures and the updating of current policies and procedures.
- Advise our leadership and other staff on relevant benefits and accessing EAP support.
- Produce the monthly HR report and Balanced Scorecard for SMT and Trustee meetings.
- Conduct exit interviews and produce monthly, termly and annual reports on leavers.
- Ensure staff handbooks and organisational charts are updated frequently.

General responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism
- To always safeguard children
- To undertake training as required
- Assist with other work, events and projects as needed
- Any other duties that may reasonably be required.

Additional training provided

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- Mental Health First Aid
- Behaviour Analysis in-house basic training
- Safer Recruitment

What you will bring to the role

We are looking for passionate and dedicated professionals who want to make a truly positive impact on autistic peoples' lives. Overseeing all aspects of generalist HR delivery, you will be a crucial part of the HR Team in delivering a first class service to our staff.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs or equivalent. Pass in Maths and English • Level 5 CIPD or working towards Level 5 CIPD Qualification in HRM, L&D or HRD 	<ul style="list-style-type: none"> • Level 7 CIPD Qualification in L&D, HRM or HRD
Experience	<ul style="list-style-type: none"> • Knowledge of HR best practice, and relevant legislation; especially recruitment • Experience of facilitating and presenting training and/or learning sessions with staff • Understanding of current legislation and practice around the safeguarding of vulnerable groups • Experience of managing disciplinarys, and performance-related staff issues • Ability to produce and analyse statistical data and compile into reports 	<ul style="list-style-type: none"> • Understanding and awareness of personnel issues for staff in an establishment for people with autism or other special needs • Experience of working in the charity and/or educational setting
Skills	<ul style="list-style-type: none"> • Ability to work at a senior HR level in an organisation with a multi-professional workforce • Ability to work independently, under pressure, and meeting deadlines in a pressured environment • Able to apply legislation and good practice effectively to practical situations • Able to generate creative solutions to problems • Able to think analytically and work logically • Strong IT skills including Microsoft Office and HR databases • Strong time management and organisation skills • Positive, flexible and enthusiastic attitude 	
Essential personal qualities	<ul style="list-style-type: none"> • Able to develop strong working relationships across all staff groups • Able to communicate sensitively to wide range of audiences • Ability to maintain confidentiality • Uses initiative • Commitment to high standards of customer service • Open and honest approach • A commitment to safeguarding and promoting the welfare of children and young adults 	

SALARY SCALE:	Competitive
HOURS:	37.5 hours per week
LINE MANAGER:	Head of HR
LOCATION(S):	HYBRID (A minimum of 2 days a week within the services being served - Wandsworth/Hammersmith)
PROBATIONARY PERIOD:	Six months
HOLIDAY:	25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.
HOW TO APPLY:	<p>If you're interested in applying for the role, please send your CV and covering letter to recruitment@beyondautism.org.uk.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none">• Why you are interested in applying for this role• How your skills/experience meet the requirements of the person specification <p>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</p>

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

