

<b>Job title</b>	HR Business Partner
<b>Reporting to</b>	People Director
<b>Location</b>	Leeds
<b>Job summary</b>	<p>Svella Connect is a leading provider of telecoms and digital infrastructure with the majority of our work delivered within long-term alliances and framework contracts. Our focus is on delivering efficiency by developing innovative ways of working to ensure excellent service for our clients and their customers, whilst exceeding regulatory demands.</p> <p>Our people are at the heart of everything we do, and our central service support teams are on hand to provide the necessary support and guidance. You don't have to wear a hard hat to have a positive impact here. Our central service functions range from IT and Procurement to HR and Communications ensuring the seamless integration across our business.</p> <p>We are looking to recruit a HR Business Partner based in Leeds to assist within our HR team. This role will play an integral part within the HR and Operations functions. Given the nature and circumstance of the role, the successful candidate will need to understand the importance of confidentiality and can expect to work in a fast-paced environment supporting the business HR team with organisational change, defining the processes and policy documentation, complex employee relations matters and a variety of HR duties. Full training for this role will be provided.</p> <p>We are looking for people who are passionate and dedicated who, like us, are determined to make a real positive impact.</p> <p><b>What you'll be doing day to day</b></p> <ul style="list-style-type: none"> <li>• Engage with Senior Leadership team for strategic people focussed projects.</li> <li>• Strategic workforce planning: ensure the company's workforce has the right size, shape, cost, and agility for the future</li> <li>• Conduct weekly or bi-weekly meetings with business leaders and provide HR advice where necessary</li> <li>• Prepare board presentations on the People function and provide analytics of reports</li> <li>• Use of the HR Integrated System (Cascade) to be used throughout the business.</li> <li>• Provide guidance on the creation and implementation of HR processes and policies</li> <li>• Monitoring and authorising of new starters impacting head count and change of terms and conditions.</li> <li>• Conducting day-to-day performance management guidance to line managers</li> <li>• Employee relations escalation and guidance to managers as well as mentoring junior members of the HR team</li> <li>• Optimising organisational design to increase productivity and improve performance of the business</li> <li>• Collaborating with the recruitment team on implementing innovative and inclusive recruitment strategies</li> <li>• Familiarity with data collection methods, both quantitative and qualitative</li> <li>• Supporting with ad hoc HR related projects</li> <li>• Working to deadlines to maintain company standards and meet requirements</li> <li>• Working to GDPR and Company compliance and understanding its importance</li> </ul>

<p><b>The personal attributes we're looking for in a candidate</b></p>	<ul style="list-style-type: none"> <li>• Desire to understand and promote the Company purpose, vision, values and culture</li> <li>• Organised, structured and professional, with a passion for achievements</li> <li>• Flexibility, resilience and the ability to communicate and build relationships with people at all levels</li> <li>• Commitment to the provision of excellent customer service</li> <li>• Computer literacy skills</li> <li>• Strong attention to detail</li> <li>• CIPD qualification to level 5 would be desirable</li> <li>• Basic MS Office skills including Excel and Word</li> <li>• A strong desire to help and support others</li> <li>• A can-do attitude with the ability to adapt to the department's needs</li> <li>• Verbal and written communication skills</li> </ul>
<p><b>What we can offer you</b></p>	<ul style="list-style-type: none"> <li>• Full training</li> <li>• 25 days holiday plus bank holidays</li> <li>• Lifeworks scheme (discount from high street retailers) and access to a 24/7 Employee Assistance Programme</li> <li>• Free eye test vouchers</li> <li>• Life assurance</li> <li>• Private Medical Insurance</li> <li>• Free Parking</li> <li>• 5% pension contribution</li> <li>• Hybrid working between office and home working</li> <li>• Dress-down Friday (casual but appropriate for a customer-facing environment)</li> <li>• 4.30pm finish on Fridays</li> </ul> <p>Please note – we may have to close applications to this role sooner than anticipated depending on the number of applications received.</p> <p>** Please note, should you not hear back within 10 days of submitting your application then on this occasion you were unsuccessful - we will however keep your CV on file for future reference.</p>
<p><b>Applications</b></p>	<p>Applications including full CV by e-mail to: <a href="mailto:recruitment@svellaconnect.com">recruitment@svellaconnect.com</a> or online via the careers page of our website <a href="https://www.svellaconnect.com/careers">https://www.svellaconnect.com/careers</a></p> <p>At Svella, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.</p>

