

JOB DESCRIPTION

Role / Title: Senior HR Business Partner

Reports to: Chief People Officer

Main purpose of the job

- To work in partnership with Executive Team members, Heads of Department and colleagues to develop and deliver HR plans and solutions in line with the needs of the organisation.
- In delivering agreed individual objectives act as an ambassador for the Royal Ballet and Opera.
- As a senior leader in the HR team, contribute to the team purpose and culture, offering guidance and mentorship to other members of staff.

Main Responsibilities

Professional Advice and Strategy

- Contribute to the development and delivery of Royal Ballet and Opera People Strategy as agreed by the Board and in support of the employer brand.
- Provide professional HR advice to the Executive Team and Heads of Departments on the full range of human resource issues.
- Support the development and implementation of EDI policies/guidelines and practices/behaviours to build a culture of diversity and inclusion.

Strategic Business Partnering

- Work effectively as a Strategic HR Business Partner with designated leaders, stakeholders and colleagues to develop a whole system approach to all aspects of human resources management, practice and reporting.
- Deliver key initiatives across the HR spectrum including workforce planning, restructuring, succession planning and talent management, employee engagement and employee relations.

Organisation Development

- Promote a culture of continuous learning, a commitment to employee engagement and encourage collaborative working practices across the organisation.
- Advise and support the Chief People Officer, Executive team and Heads of Department on managing the 'people' dimension of business change initiatives: encouraging and advising on initiatives to explore new ways of working to improve the effectiveness and flexibility of the Royal Ballet and Opera's staff resources.

Team Management and Development

- Support the Chief People Officer to lead and inspire a culture of operational excellence and ambition within the Human Resources department, promoting continual improvement and celebrating success.
- Manage, coach and develop colleagues to ensure effective performance management, skill development and teamwork.

Behaviours:

- Proactively demonstrate a commitment and contribution to the Royal Ballet and Opera's health and safety culture in all activities.
- Actively promote the value of diversity in all work, upholding and actively demonstrating organisational values.

PERSON SPECIFICATION

Essential Skills, Attributes and Experience

- Chartered-level membership of the CIPD or equivalent experience.
- Significant Human Resources experience in a leadership role across an appropriately sized and complex organisation.
- A demonstrable track record of developing and delivering progressive Human Resources strategies that have resulted in proven step change improvements in delivery, with the ability to anticipate needs and build organisational capacity.
- Experience of working effectively and collaboratively as a member of a leadership team, with the ability to establish professional credibility quickly with colleagues, and to interact effectively with staff at all levels and across all departments.
- Experience of building and sustaining effective relationships, and of leading change, in a unionised environment.
- Proven experience of successful cross-organisational HR service development and improvement.
- Ability to manage personnel, budgets and resources in a challenging financial climate.
- Ability to manage, coach and motivate staff in a changing environment.
- An adaptable, collaborative and persuasive leadership style and approach that will inspire the trust and commitment of others, with strong communication, negotiation and influencing skills.
- Good organisational and project management skills, and ability to balance competing pressures, deadlines and demands.
- A demonstrable commitment to the principles of diversity and inclusion and experience of their practical application and integration in the work environment.
- Support for the Royal Ballet and Opera's commitment to enrich people's lives and promote the wider interests of cultural learning as a resource for the nation.

Continuous Improvement

- Ability to work to and support a culture of continuous improvement.
- The ability to assimilate new information, and develop new skills or hone existing skills, to be able to deliver work to a high standard.
- Commitment to managing own learning and continuous development relevant to the role.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

