**Job Description**

**Role title:** People Delivery Partner

**Reports to:** People & Culture Business Partner

**Grade:** Principal **TBC**

**Sector:** Group Services

**Division:** People Team

**Purpose / Scope of role**

 The APEM Group is a market leading ecological consulting business with a strong track record of growth and an ambitious strategy for the future.

As the People Team evolves to meet the changing needs of an ambitious and acquisitive business, we continually review the roles and capabilities we need within the team to best meet our key priorities and business requirements.

There is an opportunity to join the Business Partnering team on a fixed term contract basis in a newly defined role as People Delivery Partner.

As a pivotal member of the People Team, you will work as part of the Business Partnering team to develop and drive flawless execution and delivery of a wide variety of People projects such as cyclical people projects across the employee lifecycle, acquisition integration and organisational change that will shape the future development of our Employer Brand and Culture as we continue to scale.

The role ensures alignment on our delivery plans and a continuous improvement feedback loop that links people, processes and systems with policy development, effective and consistent management practice, and our employee experience. In this role you will be supported by a People Delivery Coordinator who will provide further insight and specialist support in people systems and processes and provides a valuable bridge between our People Operations and Business Partnering teams on both projects and management of employee cases using the tiered service delivery model.

This role will also be an opportunity to further develop your business partnering skills by partnering with one of our business divisions in Ireland working with the business unit People and Culture Partner.

**What success looks like in this role**

This role is initially offered as a 12 months’ fixed term contract. The contract will be a success if you have helped to ensure that:-

* The People team has appropriately planned and delivered its cyclical people projects to agreed deadlines and quality standards with minimum disruption to and maximum engagement from our fee earning sectors.
* The division you partner with makes positive progress in the delivery of its people plan and key priorities during this period.
* New acquisition and integration projects are relevantly scoped, planned and delivered with a positive employee experience and realisation of business case benefits.
* Business change and OD projects are project managed effectively, and all relevant stakeholders are engaged and consulted throughout on progress, and risks actively managed or mitigated.
* There is a strong “one People team” approach to how we solve problems, resolve issues, and evaluate effectiveness of activities and projects undertaken. Lessons learned are regularly undertaken and improvements made as a result.

**Key Responsibilities**

 **People Project development and Delivery**

* Working with the People & Culture Partner and wider People team to plan and manage delivery of all cyclical activities including consulting with relevant internal teams to establish and track their deliverables.
* Ensuring any communications and training activities associated with projects are considered in good time and planned into delivery timetables.
* Supporting follow up and action planning activities linked to engagement feedback and other employee feedback surveys.
* Facilitate lessons learned exercises to capture feedback and improvements for the next cycle of activity.

**New Acquisition integration planning and project delivery**

* Provide support to the People leadership team in scoping and planning out of integration activities linked to newly acquired businesses.
* Manage the delivery plan and reporting requirements associated with each plan.
* Monitor and evaluate the effectiveness of any new acquisition onboarding experience from a culture and employee experience perspective.

**Policy Development and Implementation**

* Support the People Leadership and People Partnering team in managing and tracking development, input and changes for the policy development forum to ensure any employment legislation implications are brought to the forum in good time.
* Provide advice and guidance on implementation and communication of any policy changes internally within the team and more widely ensuring all updated collateral can be easily accessed and understood by all.

**People Partner to business division in Ireland**

* Support the People & Culture BP for the Sector to partner the leadership teams as they plan and drive commercial delivery, sustainable growth and employee retention and development.
* Collaborate as a member of the People Partnering Team on the development of the people agenda and the delivery of key projects
* Work with the People and Culture Partner and L&D function to champion the potential of our people and the design and delivery of high impact learning solutions
* Support the People & Culture Partner with resource planning, regularly reviewing structures, work design and resource options to identify the optimal delivery model for our people and clients.
* Collaborate with the Talent Acquisition team to develop the attractiveness of our brand, within the Division you partner.

**Employee Relations Case Management**

* Working closely with the People Delivery Coordinator and People & Culture Business Partners in the triage of employee cases in line with case management service delivery model.
* Provide specialist advice as Tier 3 ER advisor and a coach to the People Delivery Coordinator as part of their Employee Relations skills development.

**Continuous Improvement**

* Use people analytics and feedback to recommend improvements to how the business manages change, people projects and their impacts.
* Champions a continuous improvement mindset that is grounded in quantitative and qualitative data and for operating at scale.

**Other**

* To carry out any additional activities that may be reasonably required or requested.
* Responsible for supporting any H&S incidents within your area by working with the HSEQ team where appropriate.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Proven ability to prioritise and deliver people projects in a lead or coordination role in a fast-paced growing commercial organisations or one that is consolidating at scale.
* Knowledge and experience working within employment practices and policies in Ireland (R.O.I) and the UK.
* Strong generalist HR skillset with experience of case managing employee issues across the employee life cycle i.e. probation, performance and ill-health capability, misconduct and resolving employee issues in Ireland (essential) and the UK (highly desirable).
* Strong communicator, the ability to adapt your style to influence and build commitment around a plan or robust business case.
* Ability to build relationships and collaborate effectively in virtual and face to face environments.
* Strong data skills – skilled in use of MS office applications. tools and analytics and applying to people questions and hypotheses.
* Experienced in the use of typical project planning and management tools and techniques
* A continued analytical interest in understanding of human behaviour and motivators, a passion for inclusion and engagement.
* An awareness of people and engagement industry trends, debates, and models

**Desirable**

* Experience and involvement in successfully embedding acquisitions and integrating people processes in a People project delivery, support or Partnering role.
* Experience achieving engagement in a highly skilled and fast-moving growth environment.
* Experience working in a consultancy/ professional services environment.
* Experience of building people plans using data such as talent and engagement data.
* Experience working as part of a global people team.

**Our WOW Factor**

When home became work, we learned that flexibility, understanding, and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together.

**We welcome the whole you.**