

Role: HR Business Partner

Location: Hybrid

Salary: £60,000 - £70,000 per annum, pro rata

Package: Flexible working, Pension, Flexible leave, Life insurance,

Working Hours: Part time, 3 days per week

We are delighted to be recruiting two part time HR Business Partners to join our HR team. Reporting to the HR Director, you will be joining a collaborative and friendly team with the opportunity to work with the business as a true business partner as well as leading and supporting exciting new HR projects.

Since inception in 2017, Corndel has broken new ground in developing people through vocational learning, winning numerous awards for our work. We deliver transformative professional learning for some of the UKs largest and most high-profile businesses. Our clients include ASDA, Credit Suisse, Capita, John Lewis and Royal Mail to name a few.

We have scaled rapidly with private equity investment and are now a team of 300+ with big ambitions for future growth looking at both organic and acquisition led opportunities. As a HR Business Partner, you will play a key part in providing a great employee experience and maintaining the brand we have developed.

Role

The HR Business Partners will work closely with the HR Director and be responsible for partnering with our management team to implement the People strategy as well as provide guidance, coaching and support to our managers and employees in employee relations, performance management, employment law, learning and career development, interpretation and implementation of policies, procedures, and initiatives.

Our immediate focus areas are continuing our improvements to our employee offer, including implementing career and performance management frameworks, introducing management development programmes and recognition systems, maintaining our HRIS Bamboo HR, imbedding ED&I in our practices and ways of working, and maintaining employee wellbeing and our great inclusive culture. This role is perfect for someone who enjoys working in a fast-paced and changing environment, varied work and providing a great employee experience to the Corndel team.

Responsibilities

As a HR Business Partner, you will:

- Support the HR Director to design and implement the People Strategy and deliver HR programmes and initiatives that promote our commitment to Corndel's culture, vision, and values.
- Partner with client groups to support and advise on change initiatives including, recruitment, redeployment, talent mapping, TUPE and succession planning.
- Partner with leaders and team members to develop effective working relationships, build engagement, and increase productivity and retention.
- Coach leaders and team members in effective performance management to ensure optimum performance, development and alignment with business needs.
- Lead on employee relations casework including grievances, disciplinarys, sickness / absence cases, escalating as necessary in line with currently employment law and legislation.
- Collaborate with hiring managers to evaluate staffing, team needs and onboard top talent.
- Contribute to the creation and development of HR policies, processes and procedures in line with the People Strategy.

- Participate in HR team projects and support day-to-day administrative and operational HR needs as required.
- Supervise and mentor the HR & Payroll Administrator
- Work closely with the HR & Payroll Administrator to approve employment contracts, offer letters and changes to terms and conditions of employment and ensure people changes are processed timely via the payroll. Support as needed with induction and onboarding of new joiners.
- Work closely with hiring managers and our recruitment partner 'Instant Impact' to anticipate and assess recruitment needs and support as required with interviews and evaluation techniques.
- Work closely with Finance for any financial reporting requirements
- Work closely with the Legal Adviser on employment law matters
- Work closely with the EDI Lead to support the HR elements of delivery of the EDI strategy.
- Maintain employee records on Bamboo HR and utilise for reporting and employee metrics

About you

What we are looking for

- Previous demonstrable experience as a progressive HR generalist or providing HR business partner support
- CIPD Level 7
- Ability to work in a fast-paced ever-changing environment
- Background of professional and personal development.
- Great influencing skills and ability to build great relationships at all levels around the business
- Able to work both operationally and strategically.
- The ability to challenge and get to the root cause of people issues and propose solutions
- High level of personal integrity and confidentiality
- Someone who enjoys working as part of a team and equally happy to work independently
- Good supervisory and leadership skills
- Well-developed interpersonal influencing, supportive and empathetic skills
- Commercial awareness to understand business challenges and opportunities
- In-depth understanding and experience of employment law and employee relations best practice.
- Experience of change management and transformation including TUPE
- Project management skills
- Is competent using MS Office programmes and Outlook
- A great fit for our culture and values

What we offer

- Flexibility - hybrid working environment
- Fantastic London location in a bright, airy and modern office
- Interesting and varied work - supporting our teams during our exciting period of growth
- 25+8 days paid holiday plus flexible annual leave
- Company pension
- Life insurance
- Opportunities for learning and development - we'll support you to grow your skills, knowledge and your career
- Wellbeing support
- Personal support helplines and counselling



Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

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