



HR Business Partner

Job Description

Who We're Looking For

This role is a key member of the Human Resources (HR) team and reports to the Senior HR Business Partner. You will be a strategic advisor and a true partner to the business to provide insight, challenge and your HR expertise. You will have the support of HR Co-ordinators and you will be expected to work closely to provide a seamless HR service to the business.

This role has a true generalist focus offering expertise in all people areas, and undergoing operational activities such as employee relations, recruitment, and policy issues as well as supporting in delivery of strategic initiatives to support the growth of the business, this position requires a highly competent HR professional with experience gained within a financial services firm, preferably having focussed Wealth Management clients, although this is not essential. Your ability to develop deep client relationships and to be a driver and facilitator of HR strategy and implementation will be critical to your success in this role.

About Benchmark Capital

Benchmark Capital powers financial advisers through insight and integrated tools, services and investment solutions that help them differentiate their client proposition.

Helping advisers to look after their clients is at the centre of everything we do. Our award-winning solutions support over 150 advice firms, with £17.1 billion of assets under advice¹

With a technology-led ecosystem of regulatory, platform, and investment services, and our own financial planning business, our approach is guided by delivering safety and security for customers and focused on positive client outcomes.

We believe that first-class client service and integrated technology are essential components for long-term success. Our seamless, holistic approach works in harmony both to empower advisers and their clients and to generate tangible financial and competitive advantages.

We work with some of the most successful financial planning firms in the UK, bringing the power of technology to advice and wealth management

¹As at 31.03.21

The base

You'll be based at our Broadlands Business Campus near Horsham in West Sussex. It has high standards and international reputation, without being in the city: a big, countryside campus means life will feel a little different.

We support our offices by using cutting edge software and hardware and our spacious campus facilities mean there's a great working environment for the team. With an on-site restaurant, coffee shop and gym, our campus has much to offer. And commuters can relax on our dedicated regular shuttle bus to and from Horsham's main line train station.

We know that helping you balance personal and professional commitments is a big part of that, so we're open to flexible working. Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need.

What You'll Do

- Work with the Senior HR Business Partner in supporting delivery of HR programmes and initiatives in line with the wider business plan
- Provide an expert HR advisory service to the business in relation to all aspects of the employee lifecycle
- Quickly build credibility, drive HR strategy and provide commercial and pragmatic advice in relation to business issues
- Influence and build relationships with people around the business
- An advocate for diverse and inclusive practices and policies
- Oversee the recruitment process, providing guidance and support to the HR Co-Ordinator when necessary to ensure company recruitment needs are met and maintained appropriately
- Coach and provide feedback to key stakeholders on people challenges
- Be the point of contact for guidance on people practices such as restructures
- Manage grievance, disciplinary and capability investigations and hearings, understanding the associated risks and providing credible options for resolution
- Ensure Human Resources matters are handled fairly and consistently within scope of established legislation, guidelines and practices
- Partner closely with the Talent team to deliver talent initiatives into your client groups
- Manage activities related to TUPE following new acquisitions to ensure the effective transfer of staff into the group
- Support in the management of ad hoc compensation queries, such as out of cycle salary increases and challenge the business when appropriate
- Understand current FCA requirements and regulatory issues, including the SMCR regime and the process/impact of MRT identification.
- Share in our commitment to supporting employee wellbeing issues and support our wellness programme
- Co-ordinate regular People MI data analysis, including headcount, turnover, diversity
- Create sustainable, data driven solutions to individual employee challenges
- Excellent understanding of UK Employment Law and evidence of practical application

The Knowledge, Experience and Qualifications You Need

- CIPD Level 5
- Experience in Financial Services desirable

- Have held previous position of HR Business Partner
- Experience of TUPE
- Good employment law knowledge and experience applying updated legislation to a variety of HR situations
- Proficiency in Microsoft Office
- Experience of IT CRM systems and processes
- Excellent communication skills (written/verbal/presentation), organisational skills and analytical and problem-solving skills

What You'll Be Like

- High degree of tact and diplomacy
- Tenacious, resilient, self-starter. Able to act on own initiative with drive and determination
- 'Can do' attitude
- Friendly and approachable attitude
- Must have excellent attention to detail, able to maintain high standards and have pride in their work
- Pro-actively build strong relationships with others in the organisation
- Innovative, flexible and proactive approach
- Able to work individually and as part of a team
- Motivated and enjoys working in fast paced environment, against project deadlines

We're Looking for The Best, Whoever They Are

Benchmark Capital is an equal opportunities employer. You're welcome here whatever your socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.