# JNCC

# Job Advertisement for JNCC HR Business Partner

**Title** HR Business Partner

**Grade** S

**Salary** £35,879

**Term** Permanent

# Location Peterborough. Remote working under flexible working arrangements is available, subject to business requirements.

# Who are JNCC?

The role of JNCC is to provide evidence and advice on nature conservation issues that affect the UK as a whole and internationally. JNCC has a dedicated HR team undertaking all work associated with employment of our people including resourcing, reward, learning and development, employee relations, etc

# What’s the role?

As the demand for the HR Service continues to increase, this post has been created to support the Head of HR and the current Business Partner.

The scope of this role will be broad and involve the individual in a range of HR related tasks. This will include leading on the development and review of HR policies and procedures, ensuring they comply with current legislation and best practice, and providing advice and guidance at all levels.

# Who are we looking for?

We are looking for an experienced HR professional, able to work autonomously and within a team. Taking the initiative and exercising sound judgement is essential, together with the ability to plan, organise and work well under pressure. Strong interpersonal and time management skills are equally important together with the ability to act in a highly confidential manner and exercise discretion.

# Why JNCC?

We have a very flexible and welcoming organisational culture. You will benefit from our supportive workplace culture, excellent holiday and pension benefits, as well as a varied workload and the opportunity to contribute to a wide range of HR initiatives.

**Assessment**

We will assess you against the Behaviours listed below, and the Experience and Technical requirements outlined in the Post Details.

**Behaviours**

* Seeing the Big Picture
* Working Together
* Making Effective Decisions
* Changing and Improving

# Interviews

The closing date for this post is 09:00 on 24 August 2020

The anticipated interview date is during week commencing 31 August 2020

To apply please visit our website at <https://jncc.gov.uk/about-jncc/careers/> where you can download the Application Form, Equality & Diversity Form and Job Description, and find further information on How to apply. Alternatively, contact us via recruitment@jncc.gov.uk and we will email the relevant documentation to you.

Please be aware that at this time interviews may take place either over the phone or by video conference. We will aim to give you a minimum of 5 days’ notice before inviting any candidate for interview but please be aware that this may not be possible, and interviews may have to be changed at short notice.