

Job Description

Role Title: HR Business Partner	Term: Permanent
Reports to: HR Director	

Who are London CIV?

London CIV was established in 2015 to manage **London's** Local Government Pension Scheme ('LGPS') assets. Our ultimate clients are the c.711,000 pensioners/future pensioners of the 32 London Boroughs, which means what we do day to day makes a difference.

As at March 2024, London CIV is responsible for managing c.£32bn of pooled assets across the 32 London Boroughs and during the last financial year generated £2.4m in fee savings.

London CIV is one of eight LGPS asset pooling companies in the UK.

The London Boroughs and the City of London are the 32 Shareholders, as well as the clients (Partner Funds) of London CIV. London CIV is authorised and regulated by the FCA.

London CIV's strategic purpose is **"Working together to deliver sustainable prosperity for the communities that count on us all"**.

How does London CIV make a difference?

We are here to deliver solutions which will allow LGPS Partner Funds to invest assets on behalf of their beneficiaries (the 32 boroughs' pensioners), ultimately providing improved and more efficient investment outcomes. We aim to add value to the Partner Funds through offering economies of scale, greater efficiency and improved performance.

What we offer?

This is a great opportunity for anyone who is looking to expand their HR Business Partnering abilities:

- This is a varied and true generalist role where they will have the opportunity to lead as well as support on HR activities and projects end to end. There will be a reasonable amount of autonomy
- They will be part of a small team working closely together to provide a professional 'One HR Team' service to the business
- They will build trusted working relationships with all colleagues and a reputation, both internally and externally, as someone who is a reliable, responsive, capable and caring HR professional
- We operate a flat structure here at London CIV, which means you will have the opportunity to liaise with all colleagues, irrespective of seniority
- We operate a genuine hybrid, flexible working style that enables colleagues to have a work life balance that works for them. We ask colleagues to be in the office 2 (but sometimes 3) days per week depending on their working week agenda. As you're learning the job we will ask for a minimum of 3 days per week in the office so that you have the hands-on support of our team day to day

Note: This job description will be reviewed annually in line with the Fitness & Propriety assessment. This job description is aimed to be illustrative and is not exhaustive of all the duties and responsibilities which could be contained within this position.

Our Ideal Candidate

We're looking for an HR professional who has experience working in a fast paced or scale up type business, including some HR change experience

They will have a client focused outlook and a can-do attitude

They will have excellent organisational skills, an eye for detail and are a completer/finisher

They are motivated working in a busy, friendly, sociable working environment

Main Responsibilities

- Advise, develop and maintain collaborative working relationships with all colleagues
- Manage recruitment processes end to end, from scoping the job description with the hiring manager, through to coordinating the interview and feedback process and preparing offer letters. Candidate care is something we value and so this will include managing the Recruitment inbox and ensuring queries are responded to in a timely manner, and feedback is given and in a fair and reasonable timeframe
- There will be a reasonable amount of project work and depending on the topic will lead or support in the implementation of the required outcomes
- Lead the monthly payroll process. This will include being the 1st point of contact with the outsourced payroll provider; preparing monthly payroll instructions; being the 1st point of contact for employee queries and undertaking the 1st payroll check prior to it being signed off by the HR Director
- Work closely with the HR and Compliance team to ensure the smooth and effective implementation of the Senior Managers Certification Regime (SMCR), specifically the annual Fitness & Propriety assessments and annual performance reviews. This will include managing a project plan with action owners and ultimately ensuring F&P certificates are issued on time
- Through using the HR system, support the HR Director with people reporting and analytical information requests including preparing analytics or drafting reports for ExCo and other committees
- Support the core HR processes and workflows such as the joiner, movers and leavers, whilst working closely with the HR Assistant (interim) to ensure a smooth onboarding and offboarding experience for employees
- Work closely with the HR Director to implement and effect business change activities Identify and manage risks and issues as they arise, ensuring that the necessary strategies to deliver practical and pragmatic solutions are put in place
- Support the Office Manager in ensuring the health, safety and wellbeing of employees. This will include working closely with them to ensure smooth transfer of relevant information and actions
- Manage the day-to-day administration of the London CIV's Sponsorship Licence ensuring full compliance
- Acts as a valued and reliable point of contact for day to day administrative and operational HR related employee queries
- Where required support the HR Director with preparing and implementing new/improved HR processes through providing input and research as well as proof reading papers and policies ahead of launch

Note: This job description will be reviewed annually in line with the Fitness & Propriety assessment. This job description is aimed to be illustrative and is not exhaustive of all the duties and responsibilities which could be contained within this position.

- Work closely with the rest of the HR team to plan, educate and implement our employee benefits and remuneration offering
- Lead the planning, administration and reporting of learning and development activities including tracking spend to budget. Sometimes this will involve delivering the training yourself
- Help ensure the HR team complies with its GDPR responsibilities including updating and assisting the team and business in adhering to GDPR people-related retention schedules
- Maintain high standards of professionalism at all times. Adheres to the conduct rules expected of a Conduct employee under the SMCR.

Desirable Skills

- We're looking for someone who is resourceful enough to find the answers to questions but isn't afraid to ask either
- Someone who enjoys collaborating. They will be working as part of a close-knit team, but will also have a reasonable degree of autonomy
- They will be organised and efficient with their time, but are also able to make time to have a chat and a laugh
- Someone who is able to put themselves in the shoes of others, in order to deliver excellent customer service to employees
- Someone who is a quick learner, who is flexible and can bring ideas of how to be even better
- Demonstratable experience of juggling busy workloads and prioritising and who is confident with project plans

Desirable Experience

- Solid experience of managing recruitment processes end to end
- Excellent experience leading monthly payroll processes with an outsourced payroll provider
- Good immigration process knowledge and practical implementation would be highly valued
- Good knowledge and practical implementation experience of GDPR
- Experience of SMCR in the Financial Services sector would be highly valued

Core Values

London CIV has four core values that we aspire to as an organisation and expect from every individual who comes to work with us:

Collaboration

We work together to build and sustain strong partnerships both internally and externally

Responsibility

We are committed to deliver on our promises, meet the needs of our stakeholders and go the extra mile

Diversity

We respect and celebrate our differences and create an inclusive environment where everyone feels welcome

Integrity

We act with honesty, ethics, and respect in everything we do

Note: This job description will be reviewed annually in line with the Fitness & Propriety assessment. This job description is aimed to be illustrative and is not exhaustive of all the duties and responsibilities which could be contained within this position.