

**HR Business Partner**

**Person specification:** Strong experience in full employee lifecycle including extensive experience in ER and best practice. Approachable, proactive and people solution orientated – a team player!

**Requirements:** Business partner experience, strong ER experience, working independently, previous experience working with managers and business leaders. Excellent knowledge of Irish and UK employment law HRIS and Microsoft packages proficient.

**Reports to:** HRD

**Job specification:** To work in partnership with HRD, key stakeholders and HR colleagues to shape, develop and deliver HR plans and solutions in line with the needs and priorities of TPG Ireland and UK. Operating as the departmental HR expert, to advise, guide and support staff and managers by providing high level people management and development support across designated directorates.

**Key Tasks:**

* Providing expert HR advice and guidance to managers and staff on HR matters, supporting managers in dealing with complex casework, performance, attendance and employee relations issues.
* Providing advice and guidance to the relevant SLT on employment matters; influencing management and the leadership around the people agenda to maximise performance.
* Work alongside HRD to deliver key HR initiatives as well as identifying relevant HR priorities from corporate and departmental plans, translating business requirements into effective HR practices and delivering people solutions aligned to business objectives.
* Responsible for delivering key HR initiatives across the HR spectrum, including workforce planning, restructuring, resourcing, talent management, pay and reward, employee relations, employee engagement and performance management
* Ensure the delivery of best practices in HR across the whole of the employee lifecycle and proactively working on ways to always improve the TPG culture and promoting the TPG values.
* Work on key HR projects on a group and local level and working alongside HR Team to provide solutions, advice and share best practice to ensure a seamless HR experience for all employees
* Work alongside Finance team to provide accurate and timely Payroll information and ensure successful onboarding and offboarding for all employees
* Ensure compliance with all relevant HR requirements for all local regions
* Other duties as required by the business and the HRD