

HR BUSINESS PARTNER

ROLE SUMMARY: The HR Business Partner plays a critical role in supporting both aBi Finance and aBi Development during a period of organizational change. The HR Business Partner will be a key advisor to management and staff, providing expert guidance across a range of HR functions, including strategic partnership, talent management, performance and reward, learning and development, and employee engagement. They will work closely with the Head of People and Change to implement effective HR strategies that support the organizational goals of both aBi Finance and aBi Development, ensuring a smooth transition when aBi Development reaches full independence. This position is for a One-Year Fixed Term Contract with the opportunity to transition to a permanent role with aBi Development thereafter.

REPORTS TO: Head of People & Change

SUPERVISES: n/a

SCOPE OF RESPONSIBILITIES

Area of Responsibility	Action Steps	Success Criteria/Measures
Strategic Partnership and Transition Support: Ensure seamless HR support during aBi Development's transition to independence, facilitating a smooth and efficient transfer of HR processes and responsibilities.	Develop a detailed transition plan outlining timelines, responsibilities, and key milestones for transferring HR processes and responsibilities to aBi Development.	<ul style="list-style-type: none"> Percentage of transition milestones achieved on time and within budget Feedback from stakeholders indicates satisfaction with transition support
	Regularly meet with key stakeholders from both aBi Finance and aBi Development to discuss transition progress, address challenges, and ensure effective communication.	
	Create and deliver training programs for aBi Development HR staff on relevant systems, procedures, and best practices.	
	Establish clear communication channels and regular reporting mechanisms to keep all stakeholders informed of transition progress.	
	Develop and implement a comprehensive risk mitigation plan to address potential challenges and ensure a smooth transition.	
Talent Acquisition and Development for aBi Development: Develop and implement a	Conduct a thorough assessment of aBi Development's current and future talent needs, identifying skill gaps and required competencies.	<ul style="list-style-type: none"> Percentage of transition milestones achieved on time and within budget
	Develop a targeted recruitment strategy, utilizing diverse sourcing channels to attract high-quality candidates with the skills and experience needed.	

comprehensive talent acquisition and development strategy for aBi Development, ensuring a skilled and engaged workforce ready for independent operation.	Implement a comprehensive onboarding program to ensure new hires are integrated effectively into aBi Development's culture and operations.	<ul style="list-style-type: none"> Feedback from stakeholders indicates satisfaction with transition support
	Develop and implement a structured talent development program including training, mentorship opportunities, and career progression pathways to support employee growth and retention.	
	Establish a performance management system for aBi Development that is aligned with their strategic goals and fosters a culture of high performance and continuous improvement.	
Performance Management and Reward System for aBi Development: Establish and implement a robust performance management system and a competitive reward structure that fosters high performance and recognizes employee contributions within aBi Development.	Design and implement a performance management system that incorporates clear goals, regular feedback, and fair performance evaluations.	<ul style="list-style-type: none"> Percentage of transition milestones achieved on time and within budget Feedback from stakeholders indicates satisfaction with transition support
	Develop a competitive reward and benefits package for aBi Development that aligns with industry best practices and attracts and retains top talent.	
	Provide training for managers on effective performance management techniques, including setting SMART goals, providing constructive feedback, and conducting performance reviews.	
	Implement processes for recognizing and rewarding high-performing employees, fostering a culture of appreciation and motivation.	
	Regularly review and update the performance management system and reward structure to ensure continued effectiveness and competitiveness.	
Learning and Development Strategy for aBi Development: Develop and deliver a targeted learning and development strategy for aBi Development to address current and future skill gaps, building capability and empowering	Conduct a thorough needs analysis to identify aBi Development's current and future learning and development needs; develop a learning needs report summarizing findings and recommendations.	<ul style="list-style-type: none"> Performance reviews indicate that capability has increased following training Feedback from employees indicates satisfaction with learning and development programs
	Develop and implement a targeted learning and development plan to address skill gaps and enhance employee capabilities, aligning with strategic business objectives.	
	Establish partnerships with external training providers to access specialized expertise and expand the range of learning opportunities.	
	Implement a mentorship program to facilitate knowledge transfer and support employee growth and career development; develop a process for pairing mentors and mentees.	

employees for future success.	Evaluate the effectiveness of learning and development initiatives using various methods, including pre- and post-training assessments, feedback surveys, and performance data; adjust programs based on the findings.	
Employee Engagement and Well-being within aBi Development: Create and maintain a positive, inclusive, and engaging work environment within aBi Development that prioritizes employee well-being, fosters a strong sense of community, and supports work-life balance.	Conduct regular employee engagement surveys to gather feedback on employee satisfaction, well-being, and workplace culture.	<ul style="list-style-type: none"> Employee engagement score for aBi Development (measured through annual surveys) Feedback from employees indicates satisfaction with well-being and engagement initiatives
	Develop and implement initiatives to foster a positive and inclusive work environment, promoting employee well-being, work-life balance, and a strong sense of community.	
	Implement strategies to support diversity, equity, and inclusion (DEI) within aBi Development. Develop action plans for enhancing DEI within the organization.	
	Establish channels for open communication and feedback, encouraging employee participation in decision-making processes.	
	Organize regular team-building activities and social events to strengthen relationships and foster a strong team culture within aBi Development.	
Effective HR Operations and Compliance: Ensure efficient and compliant HR operations for both aBi Finance and aBi Development, supporting compliance with all relevant legislation and internal policies while maximizing operational effectiveness.	Develop and maintain up-to-date HR policies and procedures that ensure compliance with all relevant legislation and internal guidelines.	<ul style="list-style-type: none"> 100% compliance with all relevant employment laws and internal policies as determined by internal and external audits Efficiency of HR processes (measured by processing times and resource utilization)
	Implement efficient HR systems and processes to streamline HR operations, ensuring timely and accurate processing of employee information.	
	Provide regular training and support to HR staff on relevant policies, procedures, and best practices.	
	Develop and implement a system for monitoring and reporting on HR metrics and KPIs, ensuring compliance with internal standards and regulatory requirements.	
	Proactively identify and address potential HR risks and compliance issues; implement corrective measures to mitigate risks and ensure adherence to regulations.	

And other duties as requested by the **Head of People & Change**

REQUIREMENTS OF THE ROLE

Qualifications	Competency	Level 1 Standard	Level 2 Specialist	Level 3 Team Leader	Level 4 Leadership
<ul style="list-style-type: none"> ● Master's degree in Human Resources Management or a related field (or equivalent experience) ● Bachelor's degree in Human Resources, Business Administration, or a related field <p>Experience</p> <ul style="list-style-type: none"> ● Minimum of 8 years of experience in a generalist HR role. ● Proven experience supporting organizational change and transition. ● Experience working in the financial services industry or a similar sector is preferred. 	Ownership & Initiative			√	
	Learning & Adaptability			√	
	Situational Awareness & Thinking			√	
	Execution & Drive for Results			√	
	Understanding Others & Team Collaboration			√	
	Communicating & Influencing			√	
	<p>Technical Skills & Knowledge</p> <ul style="list-style-type: none"> ● Deep understanding of employment law, HR best practices, performance management, talent management, and learning and development principles. ● Experience implementing HRIS systems and HR data analytics. ● Proven experience in designing and delivering training programs. ● Experience conducting employee engagement surveys. ● Knowledge of Change Management methodologies and techniques is an asset 				