

JOB DESCRIPTION

People Partner



JOB TITLE: People Partner	DURATION OF POST: Permanent
REPORTING TO: Senior People Partner	WORKING HOURS: Monday to Friday, 35 hours per week
DEPARTMENT: People	LOCATION: Pilmour House, St Andrews

Role Overview

The People Partner will support the delivery of the People vision, strategy, values and ambition of St Andrews Links, The Home of Golf through a successful People function, delivering high quality people practices for better experiences through the 6 People pillars: Leadership; Reward & Benefits; Talent Acquisition & Retention; People Processes and Data; Wellbeing; Equity, Diversity & Inclusion.

Key Duties & Responsibilities

- Work in collaboration with the Senior People Partner and the wider team to ensure the People functional roadmap objectives are delivered upon in order to achieve business performance and efficiencies
- Take ownership of different People related Projects, seeing them through from conception to completion, and providing regular updates
- Support the recruitment of quality candidates into the business via internal and external recruitment methods, collaborating with departmental managers with their recruitment needs and ensuring a recruitment process free of bias
- Support and advise leaders, managers and team members on all aspects of the employee lifecycle in line with the respective People policies
- Support the delivery of business performance through the people strategy
- Update People Policies in line with changing employment legislation and educate the management team on any changes
- Apply employment legislation into practice when giving advice, with continuous improvement of our policies and processes
- Analyse and interpret monthly people statistics including absence, turnover, recruitment, equality monitoring, highlighting any areas of concern and supporting managers with the respective people processes to address areas of concern
- Support and build Equity, Diversity, and Inclusion capabilities within The Home of Golf community of managers
- Establish and maintain positive and collaborative relationships with our teams, so we deliver great business performance through great people
- Facilitate ER cases, ensuring consistency, attention to detail, compliance with legislation and fair outcomes
- Commit to continuous learning and development

This above list is a summary of the main responsibilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

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Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

Attributes	Essential	Desirable	Means of Assessment
Education and Qualifications	CIPD qualified minimum of level 5		CV
Experience and Knowledge	<p>Five years' experience within a people function</p> <p>Strong IT skills; excellent knowledge of MS Word Excel, PowerPoint and Outlook</p> <p>Experience of People Systems</p>	Experience within a corporate function	CV & Interview
Competencies and Skills	<p>Ability to deal tactfully and diplomatically maintaining confidentiality with internal and external customers</p> <p>Ability to develop good working knowledge of people policies and practices</p> <p>Ability to coach and lead others</p> <p>Excellent attention to detail</p> <p>First-rate organisational and communication skills at all levels</p>		Interview

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	<p>Ability to work autonomously and within a team</p> <p>Ability to build great relationships internally and externally</p> <p>Strong prioritising skills; efficient and effective.</p> <p>Excellent time management skills</p>		
Other Attributes/Abilities	<p>Flexible; willing and able to learn and develop within a people function</p> <p>Be empathetic to the challenges our teams face</p> <p>Be inspired to deliver our people vision</p> <p>Live by our organisational values;</p>		Interview

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short-listing stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.





As one of our team, we always need you to:

Embody our St Andrews Links Values and Behaviours in all you do:

A team of teamsMaking the unique happen	...With unforgettable experiences
At SAL, everyone is made to feel part of the one team.	Caring for and adding to the renown, heritage and reputation of SAL is everyone's responsibility.	Ensuring that the ambitions of everyone in SAL's world are brought to life.
<ul style="list-style-type: none"> • Show genuine care for one another • Trust in each other • Keep everyone included • Work together and continuously improve • Share – ideas, work and gratitude 	<ul style="list-style-type: none"> • Be passionate about the location • Appreciate the game • Respect our built and natural heritage • Act as custodians of the Links • Take on new ideas and ways of working 	<ul style="list-style-type: none"> • Apply quality in everything we do • Be proud of the memories we make • Learn and grow together • Work to exceed expectations • Share our success with others

We also need you to

- Carry out your work in a safe manner and not endanger yourself or anyone else by your acts or omissions.
- Comply with the Home of Golf's health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.
- Apply the Home of Golf's equality and diversity policies and principles in your own area of responsibility and in your general conduct.
- Promote high levels of customer service in everything you do.
- Work towards continuous improvement, be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.
- Engage with our commitment to Environmental Sustainability in order to reduce our waste, energy consumption and carbon footprint.
- You may, with reasonable notice, be required to work within other areas of the Home of Golf.

Benefits

- All of our eligible team members are auto-enrolled into a pension scheme; with a team member contribution of 5%, we offer an enhanced and competitive employer contribution of 12%
- Links golf ticket for our team - We are home to seven unique golf courses: the Old Course, New, Jubilee, Strathtyrum, Eden, Balgove, and our newest addition, the Castle Course.
- Discount for our team in our shops, food and beverage venues and the Golf Academy from day one of employment.

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- Employee Assistance Programme to support wellbeing.
- Eligible for discretionary, non-contractual merit scheme.
- Eligible for the team's Travel to the Work Support Scheme which provides an allowance to contribute to the cost of travel to the workplace.
- Annual leave - Enhanced annual leave: 31 days per annum including public holidays on appointment increasing to 35 days after 4 years of continuous service.
- Free on-site parking.
- Recommend a friend to work with us and receive a £200 or £400 voucher to spend across The Links.
- Cycle to work scheme through salary exchange, enables you to purchase a bicycle and relevant equipment.
- Partner Benefits
- Uniform allowance where uniform is to be worn.

This job description is a guide and indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list and duties may change from time to time, according to business needs.

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