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| **JOB DETAILS** |
| **Job Title:** | **Junior People Partner – Support Office** |
| **Function: Department** | **HR** |
| **Location:** | **Milton Keynes** |
| **Reporting to: Reporting To** | **Senior People Partner – Support Office** |
| **Effective Date:** | **May 2025** |
| **Financial Scope/Operating Budget/Revenue (P&L) (If Applicable)** | **N/A** |
| **DPG Band:** | **F** |

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| JOB PURPOSE & RESPONSIBILITIES |
| **Job Purpose:**Working with Senior People Partner(s) in Support Office, and with functional leadership teams to support the delivery of the Domino’s people agenda across the colleague lifecycle. |
| **Key Responsibilities/Job Tasks:*** Take an active role in delivering the HR strategy, working with the wider HR team supporting cyclical activity and ad hoc people activity.
* Collaborate with cross functional teams to ensure colleague engagement and experience remain a key focus for leadership teams.
* Build and maintain trusted relationships with stakeholders; act as a barometer of the culture and capability to feed insights and suggestions for improvements and developments.
* Coach leaders to support consistent application of company policies and frameworks.
* Assist with workforce planning and organisational design plans.
* Work with CoEs within People team to support effective delivery of people initiatives.
* Coordinate implementation of projects such as organisational design changes, DEI initiatives, etc.
* Involvement with engagement and wellbeing initiatives
* Support and work with the Employee Relations team on effective handling of ER matters.
* Work with the Talent Acquisition team and hiring managers to support effective recruitment and on-boarding processes.
* Handle general queries and administration.
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The following sections consist mainly of a series of questions related to specific skills/job requirements. You should focus on the role rather than the individual when considering the most appropriate answer and should base the response on what you consider to be the normal features of the job which are typical of the job and its usual working conditions over the year.

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| **SKILLS & JOB REQUIREMENTS (Please complete where applicable)** |
| **Strategic Responsibility**Please provide details of the level of responsibility the role has for setting strategy: (Please indicate if a role has accountability for setting or inputting into a specific strategy e.g., a Functional Strategy, please confirm if it is Significant)N/A |
| **Business Knowledge**Please provide details of how much business knowledge the role requires as a minimum requirement i.e. how much internal knowledge of the business is required, and how much if any external commercial awareness is required? Which teams does the role work closely with?Business knowledge not required, industry experience within Hospitality/Retail/FMCG is desirable Experience of working with Unions would be desirable. |
| **Problem solving**Please provide details of how the role resolves problems/issues on a daily basis: e.g. Does the role use straightforward common sense? Does the role make straight forward judgements and is guided by precedents? Does the role evaluate multiple sources of information in complex or novel situations? Does the role use other skills for problem solving? Does the role require advanced analytical thinking to develop innovative solutions to problems?Will need a strong degree of problem-solving ability, due to fast paced nature of sector. Strong level of judgement will also be required. |
| **Decision making**What level of **decision making** is required of the role and on what decisions does it impact? E.g., there is little requirement for decision making in the role, or role makes decisions within defined procedures, or r, or role makes decisions within broad business guidelines where there are few or no policies available.Majority would be decision making within defined procedures, and where policies can be used to guide decision making. Judgement will be key though in how policies/procedures are interpreted and when escalation is required. |
| **Communication**Please outline the type of communication skills required: e.g., is basic common courtesy required, or regular exchange of factual information, or are influencing or negotiation skills required as an essential requirement of the role?Regular comms with colleague and line manager populationsInfluence and work with leaders Communication with wide range of internal stakeholders and mix of seniority levelsAbility to hold stakeholders to account and ensure line managers and leaders are following the correct processes Ability to seek, receive and act on feedback from stakeholders, to ensure views are represented and taken into consideration. |
| **Innovation**To what extent does the role contribute to and manage change, e.g., suggest improvements to products/processes or contributes useful ideas or regularly recommends improvements on existing procedures and quality within own area, or develops/adapts new existing processes for increased quality/efficiency or continuously searches for improvements in techniques which add value to the business and has full responsibility and accountability for implementing these.Suggest improvements to processes and contributor of useful ideas. May complete discovery work to identify improvement areas and then work key ideas through the stage gate process. |

Please summarise the levels of minimum education, knowledge, skills and experience this position requires (e.g., if you would be recruiting to fill this position, what aspects of background or knowledge would you expect a successful job applicant to have?)

Note: This may differ from the current job holder’s own skills and experience

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| JOB SPECIFICATION |
| 1. Professional Qualification(s)
 | CIPD Level 5 or above would be desirable and/or equivalent organisational experience |
| 1. Knowledge
 | Project management best practice and/or understanding of how project plans are utilised to deliver complex people changePrevious experience of working with Unions is desirable |
| 1. Skills/Ability
 | Experience leading projects and coordinating project activityAbility to engage and work with senior leaders across multiple functions and areas Ability to build trusting relationships with various stakeholdersAbility to partner and coach leaders, working with them to deliver strategic and tactical people plans that underpin overall strategic ambitionExperience working on change programmes is desirable Attention to detailAbility to analyse and interpret data and identify trends and connections Ability to interpret policies and procedures and find pragmatic solutions  |