

Human Resources Business Partner

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| Employer: | East West Railway Company (EWR Co) |
| Location: | London initially, then based in the Oxford-Cambridge corridor |
| Basis: | Permanent |
| Role Summary: | The HR BP will be managing the HR system (iTrent) and champion HR core processes. |
| Team dimensions: | Reporting directly to the Head of HR |

A little bit about us:

East West Rail is one of the most exciting and high-profile infrastructure projects in the UK! We champion a proposed new rail link between Oxford, Milton Keynes, Bedford, Cambridge and potentially beyond. It will improve local connectivity and serve as a catalyst for economic development. Here we do things differently! You will join an absolutely breakthrough and super professional team with lots of positive energy.

Day to day you'll:

In a nutshell: it's a well-rounded multi-faceted 360 HR role in a fast-paced, innovative, changing and friendly environment

iTrent one stop shop:

- Serve as a key contact for iTrent support in the business: new starters, leavers, changes.
- Prepare information for the payroll processing
- Improve iTrent system to meet the evolving business needs

HR core processes management

- Participate in the design, implementation and support of:
- On-boarding process

- Performance Management Process
- Career Development Programme
- Learning and Development
- Mentoring Programme
- Student and Apprenticeship Programmes
- Compensation & Benefits

Business Partnering

- Be an advisor to the business on all HR-related enquiries
- Be an ambassador of HR policies and pro

HR Processes and Policies support

- Participate in improvement of HR policies, processes and procedures
- Translate them to the business with an ongoing support

You should apply if you have:

- CIPD qualification (qualified or part qualified) or gained from a relevant experience
- Experience in HR of 5+ years, ideally including a standalone role
- Solid experience working with iTrent at the level of administrator: data input and update, payroll input
- Good knowledge of employment law
- Experience in dealing with ER cases
- Excellent PC skills (Word, Excel, PowerPoint)
- Excellent communication skills
- Strong prioritisation and multitasking skills
- Ownership and accountability
- A natural problem solver who is adaptable and can embrace change
- Team player willing to make a difference

Join the team!

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to Roger James:

recruitment@eastwestrail.co.uk