



HR Business Partner

Based in the City of London and remotely

Salary: £50,000 - £54,000 per annum
Plus £7.5% company pension contribution
A travel allowance of £2,500 per annum
Hybrid working arrangements
Discretionary Bonus

As a key member of the HR team, the HR Business Partner (HRBP) will work closely with business leaders and managers to provide expert HR guidance and support on all aspects of people management. This role will focus on employee relations, case management, organisational change, and policy compliance, ensuring best practice and legal compliance across the business. The HRBP will play a crucial role in supporting the delivery of the people strategy while ensuring operational HR issues are effectively managed.

The main responsibilities are:

Employee Relations & Casework Management

- Lead and manage complex employee relations cases, including disciplinaries, grievances, and performance issues.
- Provide expert advice and guidance to managers on sickness absence cases, including occupational health referrals and return-to-work strategies.
- Ensure fair and consistent application of HR policies and employment law.

HR Advisory & Business Partnering

- Act as a trusted advisor to managers, supporting them in all aspects of people management, including workforce planning, performance management, and policy implementation.
- Coach and upskill line managers to improve their capability in handling HR matters effectively.
- Collaborate with other HR colleagues to ensure a joined-up approach to people-related initiatives.

Organisational Change & TUPE

- Support leaders through restructures, redundancies, and organisational change processes, ensuring compliance and best practice.
- Lead on TUPE transfers, including due diligence, consultation, and integration support.

HR Policy & Compliance

- Ensure HR policies and procedures are developed and implemented effectively and in line with employment legislation.
- Keep up to date with changes in employment law and advise the business on compliance risks and updates.

HR Operations & Data Insights

- Work closely with HR colleagues to ensure smooth and effective HR service delivery.
- Analyse HR data and provide insights to inform business decisions and drive continuous improvement.

The following skills and experience are required:

Experience & Knowledge

- Around five years' experience in an HR business partnering or similar HR generalist role.
- Strong employee relations expertise, with experience handling complex casework and advising managers on HR matters.
- Experience in managing restructures, redundancies, and TUPE processes.
- Good understanding of UK employment law and HR best practices.
- Experience working within a wider HR function as part of a collaborative team.
- Global HR exposure is desirable but not essential.

Skills & Abilities

- Strong interpersonal and communication skills, with the ability to build relationships and influence stakeholders.
- A proactive, solutions-focused approach to problem-solving.
- Excellent organisational skills and the ability to manage multiple priorities.
- Confidence in advising managers on complex HR matters in a pragmatic and commercially aware manner.

Qualifications:

- CIPD Level 7 or equivalent experience is desirable.

We offer a competitive remuneration package, which includes:

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- A Wellness Allowance of up to £30 a month
- 25 days annual leave and additionally the Institute closes for three days between Christmas and New Year.
- A travel allowance after passing probation which has a value of £2,500 per annum
- Hybrid working arrangements.

Please send your CV, salary expectation and availability to HR at hr@cisi.org

Candidate Adjustments

At CISI we encourage applications from a neurodiverse workforce so please do reach out to HR@cisi.org to discuss reasonable adjustments if required.

Our London office is open plan with agile desk booking; however, we are able to arrange reasonable adjustments for candidates that require a fixed working space.

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange

practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.

Its purpose is *“To champion lifelong learning and integrity, raising individual standards of knowledge, skills and behaviour globally to enhance public trust and confidence in financial services.”*

For more information on the CISI, please see our website at