

Course Overview

An employee in this role will interact with various roles at differing levels of the organisation from within HR to other business areas. The ability to communicate, influence and negotiate is key whilst adopting evidence-based decision making.

Role Overview

An employee in this occupation could be responsible for supporting the business to deliver their objectives through development of a people plan. Making recommendations on what the business can or should do in specific situations. Supporting manager and leaders to implement their people strategies. Using data to provide insights into people trends and issues and creating solutions to deal with them. Maintaining knowledge of both internal and external environment and the impacts made. Contributing to the review, design and update of any people policies and processes ensuring they are in line with legislative requirements. Keeping up to date with emerging thinking and people trends.

Knowledge

- Internal and external sources of data for people management.
- People systems and how they are utilised for business value.
- People operating models and theories for different business types. e.g., small or large, private or public.
- Functions within the people profession, and how each deliver for the business.
- Business aims and objectives, and how their work contributes to them.
- Evolution of the people professional industry and the current role.
- Sources of specialist HR expertise and or guidance for people issues including ethics.
- Employment legislation and policies.
- Problem solving, and decision-making techniques.

Skills

- Communicate information through appropriate channels to enable key stakeholders to understand what is required.
- Build and manage multiple and diverse stakeholder's relationships.
- Advise on application of policy, regulation, and law for HR issues.
- Use data and metrics to mitigate areas of risk and highlight opportunities.
- Negotiate with and influence stakeholders to support achievement of business and organisation objectives.
- Present insight and conclusions on workforce issues or people process failures.
- Lead and improve people capability within the business.
- Manage and deliver people related business and change projects.

Behaviours

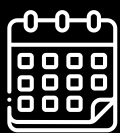
- Work flexibly and adapts to circumstances.
- Seek learning opportunities and continuous professional development.
- Act in a professional manner with integrity.
- Encourage a diverse and inclusive culture.
- Takes personal responsibility.
- Motivated and resilient to challenging situations.



Professional Recognition and Progression

This standard aligns with the following professional recognition:

- Chartered Institute of Personnel and Development for Associate Member



Typical Duration
22 Months



Funding Value
£11,000



Training Method
Blended

Apprenticeship Assessment:

Apprenticeship Assessment is completed between 30-90 days of completion.

Assessment Methods:

- Presentation with questions
- Professional discussion underpinned by a portfolio of evidence
- Integrated Assessment - Assignment

What to expect from us

- Tailored learning plans to support each individual
- Dedicated and professional account management & recruitment
- Highly experienced tutors and delivery support team
- On going support throughout the Apprenticeship.
- Monthly visits from our Skills Coaches / Teams calls
- Designated safeguarding officer

Contact us:

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