

Role Title	HR Business Partner	Role Purpose	This role provides a unique opportunity to shape HR delivery within a dynamic, international technology business at a pivotal stage of its growth. As BTS evolves into a modern technology partner for ABF, you will play a critical role in driving its change journey. Working as part of a small, collaborative team, you will lead on Employee Relations, Organisational Change, and Reward, applying best practice and professional expertise to enable BTS's continued growth and success across the Group.
Reports to	Head of HR		
Directly Supervises	0		
Total team size	0		

<p><b>Key Deliverables</b></p> <p><b>Reward Expertise:</b></p> <ul style="list-style-type: none"> <li>• Serve as the primary contact for all reward-related matters, including pay benchmarking, job evaluation, and BTS bonus scheme.</li> <li>• Manage the annual reward cycle (salary reviews, bonus process, benefits enrolment), ensuring fairness, consistency, and alignment with ABF Centre where as appropriate.</li> <li>• Responsible for producing accurate and timely reports on reward data, covering both internal insights and external legislative requirements, i.e. gender pay gap reporting.</li> <li>• Works closely with HR and other teams to ensure data is clear, compliant, and supports decision-making.</li> </ul> <p><b>Organisational Change:</b></p> <ul style="list-style-type: none"> <li>• Partner with People Leaders on organisation design and workforce planning to support BTS's operating model and growth.</li> <li>• Support change management programmes, ensuring clear planning, communication, and engagement.</li> </ul> <p><b>Diversity, Wellbeing &amp; Inclusion:</b></p> <ul style="list-style-type: none"> <li>• Own and deliver the annual Diversity, Wellbeing and Inclusion calendar, partnering with the ABF Centre HR teams and driving and tracking engagement across BTS</li> <li>• Lead the mental health champions working group to create and deliver impactful initiatives for BTS</li> </ul> <p><b>Employee Relations:</b></p> <ul style="list-style-type: none"> <li>• Act as the first point of contact for ER matters for customer area, providing pragmatic advice and coaching to people leaders.</li> <li>• Support People Leaders with ER cases, ensuring issues are resolved in a timely and legally compliant way</li> </ul> <p><b>General HR Business Partnering:</b></p> <ul style="list-style-type: none"> <li>• Build trusted relationships, acting as a strategic partner and sounding board.</li> <li>• Support talent and succession planning, career development, and capability building.</li> <li>• Contribute to HR projects as required within the small HR team at BTS, supporting colleagues on ad hoc tasks to help manage peaks in demand.</li> </ul>	<p><b>Essential Skills and Experience</b></p> <p>Proven experience as an HR Business Partner, ideally supporting a technology related business or function.</p> <p>Advanced knowledge of reward and compensation practices, including salary benchmarking, bonus cycles, and benefits management.</p> <p>Strong expertise in employee relations and employment law, with a track record of managing complex ER cases.</p> <p>Demonstrated experience in organisational change, including restructures, workforce transitions, and change management.</p> <p>Familiarity with diversity, wellbeing, and inclusion practices, with experience delivering engagement initiatives.</p> <p>Strong coaching and influencing skills to support BTS stakeholders in decision making and leadership capability.</p> <p>Strong business acumen, with the ability to balance business needs and people priorities.</p> <p>Excellent analytical and problem-solving skills, including the ability to interpret data to inform decisions.</p> <p>Proficiency in Success Factors HRIS system, Teams and Microsoft Office suite</p>	<p><b>Personal Attributes</b></p> <p>Credible and approachable – able to build trust quickly and influence at all levels of the business.</p> <p>Pragmatic and solutions-focused – balances compliance with commercial realities to deliver business outcomes.</p> <p>Collaborative – thrives as part of a small, close-knit HR team, sharing knowledge and supporting colleagues.</p> <p>Resilient and adaptable – comfortable working in a fast-paced, evolving environment with shifting priorities.</p> <p>Inclusive and empathetic – passionate about creating a workplace where all employees feel valued and supported.</p> <p>Organised and detail-oriented – capable of managing multiple responsibilities and deadlines with accuracy.</p> <p>Able to work at pace with a high volume of work.</p>
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