

Role Title: People Systems Business Partner
Salary:
Location: Sir Henry Mitchell House, Bradford
Report to: Head of People

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

We are working with Bradford Council who is delivering a major transformation programme to replace its legacy SAP ERP system with a modern, cloud-based solution. This strategic initiative will standardise processes, improve reporting, and enhance user experience across HR, Payroll, Finance, and Procurement.

We are seeking an experienced People Business Partner with extensive ERP/ Systems knowledge to lead the Trust aspect of the HR & Payroll workstream through the Prepare, Procurement, and Implementation phases. This role is critical to ensuring HR and Payroll requirements are captured, validated, and delivered in alignment with programme objectives.



Main Duties and Responsibilities

- Own the Trust elements of HR & Payroll workstream planning, deliverables, and milestones, working alongside the Council Lead.
- Attend and influence validation workshops for HR and Payroll (recruitment, core HR, absence, time & attendance, learning, performance, payroll).
- Support the management of a traceability matrix linking requirements to design decisions, test cases, and acceptance criteria.
- Engage with relevant leaders, within the trust, to capture needs, understand dependencies and communicate requirements into the ERP project group.
- Oversee HR and Payroll data quality assessment, cleansing, and migration planning, within the Trust.
- Ensure compliance with statutory requirements (HMRC, pensions, GDPR) and segregation of duties (SoD).
- Support the maintenance and ensure timely completion of RAID logs for the HR workstream and implement mitigation strategies.
- Build strong working relationships with senior leaders and line managers. Quickly understand their business needs and HR priorities in order to provide strategic and operational support.
- Handle complex employee relations issues, including disciplinary and grievance procedures. Investigate issues thoroughly while maintaining confidentiality. Make recommendations and ensure proper procedures are followed.
- Support management in employee performance management, including probation, performance appraisals and performance improvement plans. Provide guidance on having effective performance conversations.
- Support long term organisational capability by identifying skills gaps and offering solutions to managers.
- Analyse workforce data to forecast future staffing needs.
- Support the pay and grading review and job evaluation process and contribute to benchmarking.
- Promote the collective work with the unions and staff representative groups, lead on consultation processes and union negotiations.
- Keep up to date with changes in HR legislation and best practices. Maintain knowledge of HR policy and guidance. Ensure managers and employees understand the impact of any changes.
- Promote continuous improvement to enhance HR services throughout the organisation
- Undertake ad hoc projects and provide HR reports and data analysis as required.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

- Relevant professional qualifications e.g. CIPD Level 7 and associated/chartered Membership of professional body
- Proven experience managing HR workstreams in ERP implementations (SAP, Oracle, or similar).
- Strong understanding of HR and Payroll processes, statutory compliance, and best practice.
- Strong interpersonal skills and the ability to build relationships with partners and stakeholders in an effective and constructive way, negotiating and consulting as required.
- Ability to manage complex dependencies across HR, Finance, and Procurement.
- Experience in local government or public sector ERP programmes.
- Knowledge of HR self-service, recruitment systems (ATS), and payroll integrations.
- Comprehensive knowledge and understanding of strategic and operational HR, employment legislation, onboarding legislative compliance and reward and recognition.
- Strong analytical skills with the ability to research, interpret, and present complex information.
- Demonstrated ability to think strategically and develop practical solutions.
- Proven experience in project management, with the ability to oversee the management of multiple activities.
- Commitment to fairness, equity, diversity, equality, and inclusion.
- High level of integrity and confidentiality in handling sensitive information.



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks.

We are an equal opportunities employer.

