



3 Cricklade Court, Cricklade Street
Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/assistant-hr-business-partner>

Assistant HR Business Partner

Description

£27ph – 37 hours per week – 3 month contract with immediate start

CANDIDATES MUST HAVE EXPERIENCE MANAGING RESTRUCTURES, COMPLEX CASEWORK AND TUPE

Our client is seeking an experienced Assistant HRBP to work on employee relations case management.

They need candidates with strong ability and experience in managing all ER complex casework and Change programmes, such as restructures and Tupe programmes and experience with union engagement.

Hybrid working available – the successful candidate will be required in the office 2 days per week + plus they will also be required on site for other meetings.

Purpose:

To provide HR support and assistance to the HR Operations team and give advice and guidance to managers and staff. In doing so the role holder will build and develop effective working relationships with managers which will allow the role holder to have an impact in influencing and supporting managers to achieve their local and the corporate objectives.

Qualifications:

1. CIPD qualified, or working towards this with experience of working effectively in a complex organisation.
2. A proven track record of providing clear, balanced advice and guidance on HR issues
3. Experience of working successfully with Senior Managers on complex HR issues
4. Experience of working in a HR department in a customer focused organisation, proactively facilitating and leading change

Knowledge and Experience:

5. Significant experience of casework management; disciplinary, grievance, attendance and well-being, conduct and performance
6. Up-to-date employment law knowledge, practical application on case management and ability to apply and implement process and policy change
7. Strong verbal and written communication skills
8. Solid understanding and experience in applying employee relations and

Date posted

5 March 2026

Job Location

Hybrid, Swindon Office

Working Hours

Monday to Friday, 09.00 to 17.00

Beginning of employment

16th March 2026 (target)

Duration of employment

3 months with view to extend

Employment Type

Full-time, Temporary

employment practices in order to manage employee issues.

Contacts



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