



# HR Business Partner (Recruitment and Onboarding)

## Applicant Information Pack



**We build homes, create communities and transform lives**

# Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



[unitedwelsh.com/contact](https://unitedwelsh.com/contact)



[tellmemore@unitedwelsh.com](mailto:tellmemore@unitedwelsh.com)



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# About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,700 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

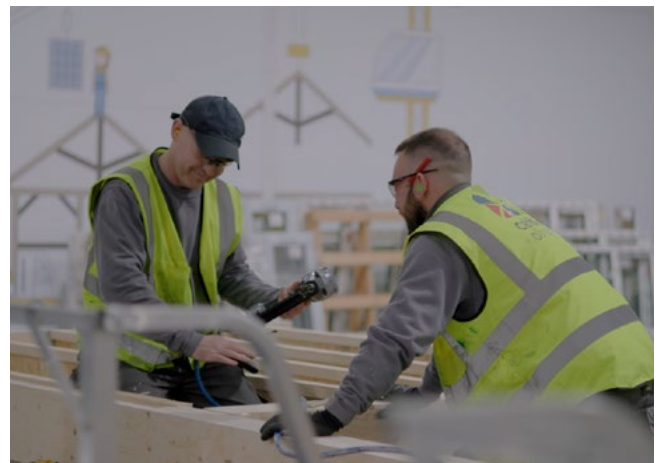
We have a new building programme that is worth around **£55m** each year and in the next five years, we intend to build **1,300 more homes**.

We are ambitious about how we can help people to live their best lives, working with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The Group includes our repairs and maintenance service Celtic Horizons; timber frame home manufacturer Celtic Offsite and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

With over **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



# About Us

**United Welsh**

**Celtic Horizons  
Ltd**

**Harmoni  
Homes Ltd**  
Developing homes for  
United Welsh

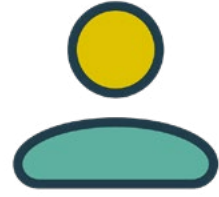
**Celtic  
Horizons**  
Asset  
Management

**Celtic  
Offsite**  
Timber frame  
factory

The Celtic Horizons asset management service for United Welsh is delivered in partnership with Mears Ltd



# Job Profile



## HR Business Partner (Recruitment and Onboarding)

### Reporting to

Head of People Services

### Broad purpose of the post

At United Welsh we recognise that people are our most valuable resource. As HR Business Partner (Recruitment and Onboarding), you will support the People Team in enabling individuals and teams to fulfil their potential, making sure we attract and retain the talent we need to achieve our strategic goals.

Our continued long-term success is dependent on the talent and skills of the people we employ. How we attract, retain and support them, keep them motivated and engaged and provide them opportunities to develop within the organisation is business critical.

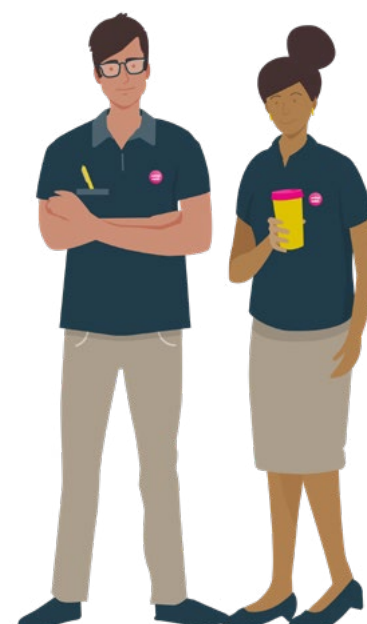
You'll provide professional recruitment, engagement and talent advice to senior management teams, helping them to achieve their aims and objectives by addressing the people challenges.

- £34,235.46 per annum
- Full time, 35 hours
- Permanent
- Closes Tuesday 5th November, 9am

# Key Accountabilities



- Supporting in the delivery of best in class people services. Ensuring that we are legally compliant and support the development of staff as confident and competent people managers with behaviours that consistently underpin our trust based, progressive culture
- Contributing to the People Team culture, supporting the development of recruitment and onboarding processes and the evolution of the team
- Identifying and disseminating best practice and promoting a strong vision for a diverse organisation, fully embracing protected characteristics and our EDI commitments
- Confident practicing recruitment compliance for audit and reporting
- Maintaining our collaborative culture, building the positive and trusting relationships with employees, managers and the Collective Voice Managers that underpin commitment and engagement with the organisation
- Responsible for planning and implementing inductions and onboarding processes in line with the recruitment panels to ensure new starters have a positive experience
- Assisting the People Team with continuous improvement in the user experience of our People Services tools (e.g. PeopleHub) and improving efficiency through increased levels of 'self-service'
- Assist with monitoring and reporting on EDI data in the recruitment process
- Participation in project work to identify recruitment process or system improvements or adoption



# Personal Requirements

## Essential

- Demonstrate sufficient skill to deliver a professional people service
- Demonstrated ability in managing high-volume, fast-paced recruitment activity from start to finish
- IT and data management experience including Microsoft
- Demonstrate that you have managed a variety of situations that require the ability to communicate with people effectively
- Be able to manage competing priorities
- An understanding of right to work legislation
- Experience working with confidential and sensitive personal information

## Desirable

- Use an HRIS producing accurate management reports
- Experience of and ability to input into business strategies, HR challenges and HR plans that can help the business
- Working with people managers to make sure employees have the skills and resources they need to achieve their objectives
- Coaching Line Managers through using the recruitment policy and procedure

Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.



# Terms and Conditions

## Current Salary

Total salary is **£34,235.46** per annum.

## Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

## SimplyHealth

While working at United Welsh you are eligible for enrolment in our SimplyHealth healthcare plan.

## Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period.

# Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period
- A company culture that promotes **work life balance**
- **Flexible** working
- Opportunities to be involved in **'Can Do'** days, giving back to the communities where we work
- A half a day's leave under the **'School Starter Scheme'**
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- Option to join our **SimplyHealth** healthcare plan for you and your family
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- As a testament to our approach and genuine commitment to learning, United Welsh holds the **Investors in People - Gold Award**
- We are committed to supporting applicants and staff with disabilities and hold the **Disability Confident Level 1 Award**
- We are committed to becoming a **menopause friendly employer**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



# How to apply

To apply, please send a copy of your **CV and cover letter** to [jobs@unitedwelsh.com](mailto:jobs@unitedwelsh.com). In the cover letter, please outline why you believe you would be successful in this role based on your experience and on the essential/desirable criteria in the job description, in no more than 1,000 words. If you are using AI to assist, please state this in your cover letter.

In addition to your CV and cover letter, please also complete our online Equality, Diversity and Declaration of Interest form which can be found on our website [here](#). If you do not complete all parts of this process, you will be at risk of your application not being progressed further.

**Closes:** Tuesday 5th November, 9am  
**Interviews:** 18th/19th November

We reserve the right to close this role early if we receive a high volume of suitable applications.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. You can complete this form online. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.



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