

Job Title:	<b>HR Business Partner</b>	Team:	<b>HR</b>
Reports to:	<b>Group HR Director and Managing Director</b>	Reporting in:	<b>0</b>
Hours:	<b>22.5</b>		

**Explore**

Explore is on a mission to regain its position as the leading small group adventure tour operator in the world. With 40 years' experience in operating unforgettable tours in all seven continents, we're huge believers that travel should be a force for good in the world. Sustainability has always been at the heart of what we do, as has the ethos of continual improvement. A trusted brand - Which recommended and a Feefo Gold Service Award holder - Explore prides itself on doing the right thing – by its staff, its customers, and the planet. Every member of the Explore team actively contributes to the company's success. There is a flexible and open working culture in which the entire team works together, striving for excellence, in a dynamic business environment.

**Expected Outcomes - how will I be helping to create unforgettable adventures?**

- Your detailed understanding of the Explore customer experience will influence and impact our commitment and aspiration to be a purpose led employer with B-Corp status.
- You'll wisely manage your time in the business and on the business, creating best in class experiences for all potential, current, past and future team members, and proactively (and fiercely, energetically and passionately) protect our culture and watch for and manage our blindspots. You'll artfully balance the health, wellness and wellbeing of every team member with the protection of the business as a whole.
- Your highly functioning relationship with the other HRBPS, Learning and Development Manager and Senior Shared Services Manager will get stuff done, produce fresh ideas, initiatives and data insight.
- A deep passion, curiosity and understanding of how HR can make our employee's lives better will translate in to people initiatives and brand immersive experiences that bring to life Explore's values – Be Better Than Yesterday.
- Your people solutions will be commercial, pragmatic, process-light and relevant, trusted because of your excellent relationships with the Explore and HR team. Communication of these will be frequent and interesting – we don't do boring!
- Your people plan will deliver our people goals and priorities, developed with the Managing Director and GMT, with a strong focus on our engagement drivers, B-Corp accreditation and cultural change resulting from hybrid working.
- You will be a sounding board with the leadership teams when it comes to people, be it through coaching or providing, practical advice.
- Your talent acquisition and on-boarding experiences will bring more diverse talent into Explore, who will thrive and bring a new lens to our culture.

## A typical working day?

You will wake up prioritising what energises you first thing each day, this could be a run or your favourite coffee. By the time you log into Teams or come into the office on the train, you will be clear on your work priorities for the day and who you are going to collaborate with. This could be the MD, the HRD, the GMT or some of the HR team. You may check in with a Manager to discuss a recruitment plan to attract more diversity or someone who wants to talk about their career development. You will attend a GMT team meeting and update them on progress with your people goals. You only have a few weeks left to complete your part of the B-Corp project so that needs some attention. You also have to deputise for the HRD at the board meeting next week so you need to prepare for that.

## Am I the right person for this role?

- You are building your career in HR and have a clear vision about where you want to go.
- Brand success is important to you, you love what you do and want to work for a brand that has a bigger purpose than pure profit.
- You care about the world we live in and are bold enough to shout about this when it comes to HR's carbon footprint.
- You have a clear view on how we can make our workplace more inclusive and diverse.
- You love breaking away from traditional HR and can bring innovative and creative approaches.
- You are super focused on delivering outcomes with an insightful eye on how we get there.
- You prefer to tick things off your list and love making decisions with your GMT, your independent ways of working mean that you prefer high level direction and support from your MD and HRD.
- You are open and honest about who you are as a person and as an HR leader.
- Ideally, you will be Level 7 CIPD certified and have been part of Senior Management teams.

## Benefits

- Work life balance 15 days holiday a year – this rises to 18 days after 5 years with the company. There is the option to 'buy' additional holiday leave.
- Pension scheme and life assurance.
- A generous holiday discount scheme on holidays, everything from adventure tours to ski holidays.
- A healthcare cashback scheme that allows you to claim back money on a number of healthcare costs – including dental treatments and optician costs.
- A bar and games room at HQ.
- We subscribe to the 'Cycle to Work' scheme and about to launch an electric car scheme.
- Employment Assistance Programme – a 24/7 helpline offering practical and emotional support for a whole range of issues.

## The small print

*This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and you will also be expected to undertake such tasks as are reasonable and relevant to the scope of the post. Job descriptions will be regularly reviewed to ensure they are an accurate representation of your role. **Date of Description:** 12<sup>th</sup> May 2022*