

A typical day in the life of a HR Partner based in the North East...

8:30am – Do the school run. I have the autonomy to manage my own diary so a couple of times a week, I schedule time to take my children to school.

9:30am – Client meeting in a Multi Academy Trust. I am the Trust's dedicated HR Partner, so I meet with them on a regular basis to discuss any HR issues. Today we talked about a restructuring plan which could result in some staffing reductions. Following the meeting, I will draft up a timeline for the restructure and write a report which I will then present to the Trustees for approval and consult with the Trade Unions and staff.

11:00am – I pop to the office to make a start on the timeline. It's a good chance to catch up with any of the team who happen to be working from the office and to grab a coffee – there's always a full coffee pot! While I'm there, I discuss the restructure plans with a colleague from our finance team, as the client also uses our finance service. This means we're both up to speed and the client doesn't need to explain the plans twice. I have lunch in the office – we have some great food options nearby and facilities in our kitchen to heat up food or make a smoothie.

1:00pm – I travel to another client to support with an investigation meeting regarding an alleged misconduct issue. I meet an HR Support Partner from our team there who will take the notes. It's a great help when we're conducting the meeting not to have to write notes at the same time and it's also brilliant development for the Support Partner. The employee has brought a Trade Union representative to the meeting. We work closely with the Trade Unions and have a good relationship with them – they know we give good advice and follow the procedures in place.

3:30pm – I don't have any more meetings today so I head home to work. We're equipped with the means to work remotely so I start drafting the investigation report and take calls from some clients with some queries. I also reply to any emails which have come in whilst I've been in meetings. We pride ourselves on a quick response and have Service Standards to support this ensuring our clients get a rapid response to their queries.

5:30pm – I stop work to make tea and oversee homework. No after school clubs tonight, so I have some time to catch up with the family.

8:00pm – I do some diary management and prepare for my meetings tomorrow as I have an early start to get to an 8:30am meeting regarding a TUPE transfer. I don't have to work on an evening however being able to get organised suits my working style.

This role brings flexibility for me during the working week although I am always mindful the clients needs are a priority. During school closure periods I get 10 weeks off and support my colleagues with cover arrangements over the remaining 3 weeks of school closures. I sometimes do some catch up work for myself and my clients during this time too.