



## **Business Partner – People and Culture (Maternity)**

**Fluency in Welsh is essential for this role.**

### **Why join S4C?**

At S4C, we are passionate about creating a positive, energetic and inclusive work environment that reflects our core values:

Be Your Best, Proud of S4C, Celebrate Everyone, Go For It.

This is an exciting time to join our team as we continue to nurture a work culture that puts people at the heart of the organisation. We are looking for a dynamic, empathetic and energetic individual that lives our core values to join our People and Culture team as a Business Partner.

### **Job Overview**

You will be a key member of a team that operates strategically and practically, providing Human Resource support across the organisation in line with a business partnering model. You'll be primarily responsible for the corporate team: from training and development, to absence and payroll, to recruitment and policy. You will work closely with the Director of People and Culture to create approaches that support our strategy, using data and feedback to drive continuous improvement.

This is a highly important and very visible role at all levels. You will be expected to build strong and trusted relationships across the organisation by embedding our Culture Code in every part of the work and behaviour by promoting fairness and inclusion in the workplace.

You will also lead on specific areas, which may include:

Wellbeing, Equality and Diversity, Pay and Reward, Health and Safety, Systems and Processes – among others! The role also includes working on specific projects that will challenge and further develop your skills.

### **What will you do?**

As a People and Culture Business Partner, you will:

- Be a member of the People and Culture team, working closely with the Director of People and Culture to align the People and Culture strategy with wider business goals.
- Contribute to change management, continuous improvement, and a high-quality service culture, putting the Culture Code into practice.
- Plan, manage and support People and Culture projects, including policy, systems and training.

### **Analysis and Service Improvement**

- Use data and information systems (e.g., Ciphr) to guide decisions, develop analysis, reports and improvement proposals.

- Challenge and improve processes using digital tools and user feedback.

## **Support for Managers and Staff**

- Be a reliable point of contact for managers, offering advice on employment, policies, absence, performance, payroll and legal compliance.
- Support the recruitment process: write job descriptions, develop selection strategies and ensure a positive experience for candidates.
- Facilitate staff onboarding, assess probationary periods and provide advice during HR meetings.

## **People Development and Wellbeing**

- Manage and support training and development plans, including training arrangements, budgets, and expertise in equality, diversity and wellbeing.
- Support programmes such as work experience, apprenticeships and sectoral training.

## **Administration and Systems**

- Carry out key administrative tasks including payroll data processing, producing standard documents, invoices, and maintaining information systems.
- Ensure that documents, policies and internal information are up to date and accessible on the intranet.
- Collaborate with the BBC and local colleagues to ensure that IT and health and safety resources are in place in the workplace.

## **Professional and Collaborative Approach**

- Work positively across the organisation, in line with the business partnering model.
- Promote and use the Welsh language in the workplace.
- Follow S4C policies and procedures, including health and safety, diversity, and data protection.
- Be proactive with your line manager to monitor and develop your own performance.

## **You'll thrive in this role if:**

- You have strong experience in Human Resources / People and Culture.
- You are enthusiastic about creating an inclusive, energetic and healthy work culture.
- You enjoy transformational change and seeking innovative ways to deliver.
- You can work independently with freedom to make decisions but also enjoy collaborating with a wider team to share ideas.
- You have solid knowledge of employment law and policies.
- You are committed to your own self-development.
- You are a strong communicator in both Welsh and English (spoken and written Welsh language improvement support available).

## **What will you get?**

- The opportunity to make a real difference in an organisation that values people.
- Working in a flexible environment within one of our offices in Wales.

- S4C is committed to employee growth, offering comprehensive training and development initiatives aimed at enhancing skills and advancing careers. (CIPD, internal training, etc.)
- S4C offers a Group Personal Pension plan with 10% contributed by S4C.
- Access to unique opportunities in the media sector including attendance at events and previews, panel discussions and internal updates.
- Employees have the unique opportunity to contribute to the promotion and preservation of Welsh language and culture through their work.
- 26 days of annual leave gradually increasing to 32 days after 9 years.

For an informal chat about the role, contact [pobl@s4c.cymru](mailto:pobl@s4c.cymru)

In your application, be sure to highlight the skills and experience you have that are relevant to the role listed in the personal specification below and aligned with our core values. Give clear examples that show why you are suitable for the position.

## Personal specification

Attribute	Essential	Desirable
<b>Qualifications</b>	You CIPD Level 5 or equivalent or working towards it.	
<b>Experience</b>	<p>Advising managers on HR policies, processes, and employment law.</p> <p>Supporting individuals to achieve agreed objectives.</p> <p>Successfully working within a team.</p> <p>Budgeting or working with figures.</p> <p>Working on training and development plans.</p> <p>Dealing with staff at all levels.</p> <p>Handling confidential and sensitive data.</p> <p>Extensive administrative experience in good office practices.</p> <p>Using data systems.</p>	<p>Previous experience of working with People and Culture systems.</p> <p>Managing computerised personnel information systems.</p> <p>Processing or assisting with payroll.</p> <p>Managing change.</p> <p>Dealing with Unions.</p>
<b>Skills and Knowledge</b>	<p>Understanding of evidence-based HR practices and a solid understanding of employment legislation.</p> <p>Planning skills.</p>	Understanding of strategic development.

	<p>Acting in difficult situations and working with those involved to resolve them.</p> <p>Strong interpersonal skills.</p> <p>The ability to make effective decisions and act promptly under pressure.</p> <p>Excellent attention to detail and accuracy.</p> <p>Strong analytical skills.</p> <p>The ability to work in a flexible and positive manner.</p> <p>Support for equality and diversity in the workplace.</p> <p>Working confidentially and using discretion.</p> <p>Experience of creating and producing regular reports.</p> <p>Strong skills and a confident user of Microsoft Office 365.</p> <p>Willingness to learn how to use other software packages specific to supporting the department.</p> <p>Excellent communication skills. Strong Welsh language skills, written and spoken in both Welsh and English, and the ability to respond to a variety of user enquiries. (Support is available for developing writing and language skills).</p> <p>Excellent organisational skills, including the ability to prioritise various workloads with competing deadlines.</p>	
<b>Personal Characteristics</b>	<p>Self-motivated, with the ability to work without supervision.</p> <p>Ability to deal effectively with confidential and sensitive situations.</p> <p>Problem solver.</p>	

	<p>Ability to demonstrate empathy.</p> <p>Understanding of and commitment to S4C's Diversity and Inclusion Strategy and policy.</p> <p>High level of personal integrity, demonstrated through behaviour.</p> <p>Demonstrating values and behaviours that align with S4C's values.</p> <p>Willingness to work flexibly.</p>	
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## Further Details

**Location:** Carmarthen / Cardiff / Caernarfon (minimum of 2 days in the office)

**Salary:** £43,970.00 per annum

**Contract:** 12 months

**Probation Period:** 6 months

**Working Hours:** 35.75 hours per week.

**Holidays:** In addition to the statutory bank holidays, you will be entitled to 26 days of paid holiday per year. (Please note that the annual leave will be pro rata if working part time).

**Pension:** Paid staff are entitled to join a Group Personal Pension Scheme subject to the terms of any existing scheme which is amended from time to time. If you are a member of the Group Personal Pension Scheme, S4C will contribute 10% of your basic salary to the Scheme. You will be expected to contribute 5%.

**Travel:** The role requires you to be present at Yr Egin, Carmarthen regularly, in addition to Occasional travel within Wales.

## Applications

Applications should be sent by **9.00 on Monday 5 January 2026** to Pobl@s4c.cymru or People and Culture Department, Canolfan S4C, Yr Egin, Carmarthen, SA31 3EQ.

CV's will not be accepted.



Applications may be submitted in Welsh. An application submitted in Welsh will not be treated less favourably than an application submitted in English.

### **AI Use**

If you choose to use AI or similar tools, please ensure your responses are accurate, truthful and reflect your own experience and words. Applications that are not original or are AI-generated may be rejected.

During the interview, the use of AI or recording tools is not permitted unless agreed in advance for accessibility reasons. Any evidence of unauthorised use may result in your application being withdrawn.

### **Equal Opportunity and Diversity**

S4C does not allow discrimination based on gender, race, colour, disability, ethnic background or social-economic background, age, family status, marital status or civil partnership, part-time or full-time employees, religion, politics, sexual orientation, gender reassignment, pregnancy and maternity, language use (except where the ability to communicate in Welsh is necessary for the post) or any other irrelevant difference, and it is committed to considering diversity in a positive way. S4C welcomes and encourages job applications from groups that may be under-represented, including females, black and minority ethnic people and people with disabilities. Open and fair competition principles are in operation and appointments are decided on merit.