

# Professional Services Job Description

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<b>Post Title:</b>	HR Business Partner
<b>Post No:</b>	S1858
<b>Salary Grade:</b>	7 £33,797 - £38,017 per annum (pro rata if applicable)
<b>Department:</b>	Human Resources
<b>Base Location:</b>	Pittville Campus, Cheltenham, GL52 3JG
<b>FTE &amp; Hours:</b>	1.0 FTE 37 hours per week
<b>Special Conditions:</b>	

The post holder may be based at any premises the University occupies and may be required to work at any University site or any other reasonable location where the University is undertaking its business.

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## General

HR Business Partner Team working closely with Schools and Professional Departments to identify the people implications of their business plans and change programmes. The team provides a range of employee relations support to managers to enable the delivery of excellent services to our students. The team have responsibility for progressing areas of HR policy and practice and as such the post holder will be required to take a strategic lead and oversight of a particular area of work.

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## Main Duties and Responsibilities

**Responsible to:** Strategic HR Business Partner (Line Manager)

1. Provide business-focused HR support for a range of workforce issues to facilitate achievement of school or department business priorities. This will include supporting: resolution of employee relations issues and casework, and management of change. Build strong working relationships based on credibility and open communication.

2. Facilitate the development of people management skills and enable managers to take responsibility for all aspects of people management, influencing managers to recognise the importance of effective and consistent people management.
3. Support workforce planning initiatives arising from strategic and business plans and other developments that may involve new ways of working. Work with relevant managers on local-level interventions that are consistent with our HR policies and procedures to maximise opportunities, support change and manage risk.
4. Develop the content, design and delivery of management briefings and workshops to enable managers to keep up to date with changes to policy and practice.
5. Support organisational development activity and the development of new ways of working to achieve both service improvement and efficiency.
6. Support the recruitment of staff. Advise managers on contract types, job descriptions and person specifications, advertising, and selection tools and processes – with a focus on ensuring that we attract and appoint high quality staff.
7. Develop a good understanding of our workforce data. Provide a monthly data report to departments and schools, and produce or commission bespoke reports when required.
8. Take a thematic lead within the Business Partner team for an area of development, for example, case management, pay and benefits, well-being.
9. Ensure that underpinning policies, systems and practices are fit for purpose and fully compliant with employment law and other associated regulations, and aligned with the University's People and Culture Strategy.
10. Liaise and consult with the trade unions on individual casework, policies, restructuring, projects etc, including presenting proposals for change to the Joint Negotiation and Consultation working group as appropriate.
11. Support the HR Leadership Team in the development, implementation and evolution of the People and Culture Strategy, working to embed a strategic and integrated approach across all HR and OD activity which supports the overall direction of the University.
12. Actively promote cultural change and support new ways of working and continuous improvement within HR to provide a high quality, professional, consistent, and cohesive HR service. This includes: working collaboratively and communicating proactively; understanding the needs of, and eliciting and monitoring feedback from, our customers and stakeholders; and identifying and delivering developments and innovations to enhance service delivery and customers' experience.
13. Mentor and provide developmental support to the HR Advisors, for example by taking a coaching approach when working together. Provide advice and guidance to all HR staff as appropriate.

To undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.

This job description does not form part of your contract and may be amended from time to time. You may also be required to undertake alternative, additional or ancillary duties from time to time as the University may reasonably direct.

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# Person Specification

**Post Title:** HR Business Partner

**Department:** Human Resources

**Grade:** 7

Requirements	Essential [E]	Desirable [D]
<b>Educational attainment</b>	<p>First degree or equivalent qualification or practical experience that demonstrates equivalent levels of knowledge and skill.</p> <p>CIPD qualified to Level 7 (we would consider a substantial level of experience and a contractual commitment to achieve accreditation as a member of CIPD within two years as an alternative).</p>	
<b>Experience required</b>	<p>Experience in an HR generalist or similar role, providing pro-active, solutions-focussed advice to managers and staff.</p> <p>Significant experience of dealing with casework (grievance, capability, disciplinary, ill health etc.)</p> <p>Evidence of playing a major role in the successful delivery of projects.</p> <p>Experience of developing and improving processes.</p> <p>Experience of working with and consulting with trade union or employee representatives</p>	<p>Experience within Higher Education</p> <p>Experience in a large and complex organisation</p> <p>People management experience (not necessarily through line management).</p> <p>Experience of evaluating and improving services to meet the varying needs of stakeholders.</p>

<p><b>Knowledge, Skills and aptitudes required</b></p>	<p>Very good understanding and working knowledge of employment law and good practice in human resource management.</p> <p>Able to see 'the big picture', provide high quality advice, identify options, make good judgements, and solve problems to meet objectives.</p> <p>Customer focused approach. Able to develop effective working relationships with colleagues across the organisation.</p> <p>Ability to design and deliver management briefings and workshops.</p> <p>Able to coach others and skilled in providing feedback.</p> <p>Good negotiation, influencing, persuasion and networking skills. Able to effectively and creatively challenge people, situations and current thinking.</p> <p>Able to deal sensitively, confidentially, patiently and diplomatically with complex and emotionally charged situations.</p> <p>Proven ability to analyse a range of quantitative and qualitative information and use this in developing strategies, policies and solutions that meet individual and organisational needs.</p> <p>Clear, concise and influential oral and written communication skills.</p>	<p>Knowledge of the higher education environment.</p> <p>Experience of job evaluation.</p> <p>Highly effective project and process management skills.</p>
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	<p>Able to work on own initiative as well as a team player.</p> <p>Strong commitment to equality and diversity and the University's values of nurture, creativity, sustainability, service, respect and trust.</p>	
<b>Personal qualities required</b>	<p>Commitment to ensuring own professional development in line with the recommendations of the CIPD.</p>	
<b>Circumstances</b>	<p>Willingness to travel outside the University.</p>	