**CITY OF BRISTOL COLLEGE**

**JOB DESCRIPTION**

**TEAM: Human Resources Post Ref: 17 - 00046**

**JOB TITLE: HR Business Partner**

**SALARY: £26,949 - £29,454**

**RESPONSIBLE TO: Director of HR and Organisational Development**

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1. **JOB PURPOSE**

To partner designated areas of the College and make a significant contribution in supporting the achievement of their business plan and objectives through the provision of proactive, professional and customer focused HR advice.

Ensure that the HR strategy is implemented effectively within designated areas and that each area has a people strategy designed to respond to its particular needs e.g. resourcing plans, absence and performance management.

Cross College lead for a specific area of responsibility e.g. resourcing and talent management, employee benefits, welfare.

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1. **PRINCIPAL ACCOUNTABILITIES**
2. Support the people related aspects of organisational change programmes e.g. in relation to restructuring and redundancies, including the provision of professional advice on employment legislation and best practice.
3. Provide advice and guidance to the HR Administration Team ensuring an efficient and effective customer focused service to all areas of the college.
4. Manage a personal caseload delivering proactive, clear, consistent and quality advice to managers on the management of employee relations matters including: disciplinary, grievance, capability, redundancy, absence management, harassment and bullying.
5. Advise and support chairs of hearings (e.g. disciplinary, grievance and capability), on policy and process ensuring that decisions are fair and consistent and not in breach of employment legislation.
6. Advise managers on the effective management of sickness absence, ensuring that individual action plans are in place and progressed in respect of all employees on long term and frequent short term sick absence including advising managers on appropriate actions e.g. occupational health referrals and risk assessments to ensure the health, safety and wellbeing of employees.
7. Support robust performance management; identify and work to minimise any associated risk.
8. Support managers in achieving effective people management, to develop their capability and confidence and to support cultural change.
9. Maintain effective records of Human Resource interventions to allow accurate and appropriate reports to be produced.
10. Support employee engagement activities.
11. Participate in the review, development and implementation of HR policies, procedures and processes, including manager and staff briefings and training.
12. Provide relevant management reports to senior management to support decision making.
13. Undertake ad hoc projects, as directed and contribute to cross-college working groups.
14. Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
15. Work towards and support the College’s vision and the objectives.
16. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
17. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
18. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
19. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
20. Reflect critically on own professional practice and discuss annually, at performance review, how performance can be improved and where appropriate agree what actions can be taken for further improvement.
21. Undertake such other duties as may reasonably be required commensurate with the general level of responsibility, at the normal place of work or at any another College location.

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1. **GENERAL**

In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

This job description is for your information and is non-contractual document. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

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1. **SPECIAL CONDITIONS**

Due to the demands placed upon it and the profile of the role, the post holder will be required to have a flexible attitude to working hours.

This job entails travel throughout the Bristol and the surrounding areas. Some of these are poorly serviced by public transport, therefore in order to carry out your work in a timely and efficient fashion you are required to have access to a motor vehicle and possess a valid driving licence

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