JOB DESCRIPTION

**POST TITLE:**  HR Business Partner

**GRADE:** Harmonised Salary Scale Points 18 - 29

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

It is expected that from time to time these hours will be worked on a flexible basis as reasonably necessary for the proper performance of the duties and responsibilities of the post.

**DEPARTMENT:** Human Resources

**RESPONSIBLE TO:**  Human Resources Manager

**PURPOSE OF THE POST**

The post holder will:

1. Acts as a first point of contact for the employees and managers.
2. To provide a comprehensive, professional and proactive HR advice and support service to the College as required.
3. To advise on the application of HR policies, procedures and best practices to enable delivery of the College’s business objectives.
4. To advise (and where necessary carry out investigations) on matters relating to misconduct/gross misconduct issues in line with the college’s Disciplinary, Grievance and Bullying & Harassment Policies & Procedures and to support performance management processes.
5. To oversee the Recruitment & Selection process including the appointments of permanent, variable hours and agency staff.
6. To manage the implementation of the Sickness and Absence policy.
7. Support the Head of HR and HR Manager with college staff efficiency exercises.
8. Line Management of the HR Assistant.

# **DUTIES AND RESPONSIBILITIES**

1. Contribute to the development of the HR team by attending and participating in team meetings in order to support the work of the team in achieving its Customer Excellence Self-Assessment, KPIs and Business Plan objectives.
2. Assist in the efficient running of the department by being aware of the duties performed by other members of the team, supporting accordingly.
3. Advise on conditions of service and general employment issues.
4. Provide advice and support to managers on employee relations matters including grievance, disciplinary, capability and attendance monitoring issues.
5. Advise and support managers in delivering effective staff performance.
6. Provide timely standard and bespoke management reports on a monthly basis and ad hoc basis
7. Maintaining and supporting the current HR and Payroll system that service the College’s business processes.
8. Maintaining key user relationships to ensure that the business systems are running efficiently.
9. Support disciplinary investigations in a timely manner in line with the College’s Disciplinary Policy.
10. Support the Investigating Officer to present investigation reports at disciplinary hearings and attend any appeal hearings as required.
11. Take accurate notes at formal meetings e.g. investigations, disciplinary, grievances, capability meetings etc.
12. Provide basic Employment Law advice.
13. Assist in the preparation of statistics, reports, graphs etc. of HR data as required.
14. Complete projects as required by the HR Manager or Head of HR.
15. Ensure all self and medically certified sick leave is input into the integrated HR system and that continuous certification is received where necessary.
16. Ensure salary adjustments in relation to sick pay entitlements are notified to employees.
17. Identify cases of absence which trigger individual meetings as defined by the College’s Sickness and Absence Policy and arrange ‘attendance at work’ interviews. Attend meetings and follow up any action in discussion with the HR Manager or Head of HR.
18. Liaise with the College’s Occupational Health Practitioner on matters relating to employee health and welfare, including arranging for medical appointments and health checks as required under Health & Safety legislation.
19. Provide advice to managers on a range of absence matters, including phased return to work, staff cover arrangements and referral to Occupational Health.
20. Liaise with external agencies e.g. Access to Work, to ensure appropriate support measures are implemented as part of the College’s strategy to comply with the Disability Discrimination Act (DDA) e.g. reasonable adjustments.
21. Promote wellbeing to employees by arranging ad hoc activities within the College.
22. To advise on the application of the Adoption, Maternity, Paternity Leave policy and Requests for Flexible Working arrangements.
23. Work alongside the HR Manager or Director of HR to support the college efficiencies and restructures.

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

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| **Post:** | HR Business Partner | **Department:** | Human Resources |

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| **Key Requirements:** | **Essential/**  **Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Minimum of level 2 Literacy & Numeracy (or willing to work towards). | E | A |
| CIPD qualified or commitment to work towards. | E | A |
| **Experience:** |  |  |
| Minimum of 2 years’ experience of working within a Human Resources (or similar) environment. | E | A |
| Advising managers (and undertaking formal investigations as necessary) in regard to misconduct/gross misconduct issues in line with the college’s Disciplinary, Grievance and Bullying & Harassment Policies & Procedures and to support performance management processes. | E | A/I/T |
| Experience of providing advice and guidance to managers in relation to staff performance matters. | E | A/I/T |
| Experience of supporting colleagues and managers in relation Staff Efficiency Exercises e.g. voluntary severance, compulsory redundancy and consultation processes. | D | A/I/T |
| Experience of providing advice and guidance to managers and employees in line with Sickness Absence Policies and procedures. | E | A/I/T |
| Experience of providing advice and guidance to line managers in respect of all issues related to recruitment and selection. | E | A/I/T |
| Experience of liaising with recruitment agencies, negotiating terms of business and monitoring service level agreements. | D | A/I/T |
| Experience of developing, organising and administering recruitment and selection assessment centres. | D | A/I/T |
| Experience of providing advice in relation to Adoption, Maternity, Paternity Leave policy and Requests for Flexible Working arrangements. | D | A/I/T |
| Experience of analysing, interpreting and presenting data to a wide range of audiences. | E | A/I/T |
| **Skills/Knowledge:** |  |  |
| Excellent IT skills with the ability to produce e-presentations, reports and spreadsheets. | E | A/I/T |
| Excellent interpersonal and communication skills with the ability to influence in a positive manner. | E | I/T |
| Current knowledge of employment law and employment practices and confident in providing effective HR advice and guidance. | E | A/I/T |
| **Qualities:** |  |  |
| Solution orientated | E | I/T |
| Ability to prioritise and manage own workload | E | I |
| Ability to work on own initiative and also as part of a team | E | I |
| Completer / Finisher | E | I/T |
| Empathy and ability to relate to other people | E | I/T |
| Commitment to delivering excellent customer service | E | I/T |
| Team Player | E | I/T |
| Forward thinking with the ability to see the big picture and change direction as required | E | I/T |
| **Other Requirements:** |  |  |
| An understanding of ‘Keeping Children Safe in Education’ and its application in the workplace | E | A/I/T |
| Full commitment to Equal & Diversity and supporting an inclusive and positive working environment | E | A/I/T |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | CA & JB | **Date Produced:** | 05/01/18 |