

JOB DESCRIPTION

TITLE: Human Resources Business Partner

GRADE: Scale 9

RESPONSIBLE TO: Deputy Group Director of HR

PURPOSE OF JOB:

- To work in partnership with the College's Senior Management Team, developing and implementing HR policies and practices that support the delivery of the College's business objectives.
- To provide a professional HR service across the group.
- To assist with the development and implementation of HR projects and workforce reporting.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other support staff:

2.1 To participate in College-wide projects and tasks.

2.2 To work in other support services areas to meet the specific needs of workload peaks.

2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

3.1 Manage and respond to employee relations issues; taking responsibility for individual casework, preparing appropriate documentations and liaising with others as necessary;

3.2 To assist with change management processes including consultation meetings and preparing redundancy quotations.

3.3 To provide accurate and timely workforce reports to relevant stakeholders

3.4 Advise and support managers on all HR issues including discipline, capability, absence and grievance and attend meetings as necessary;

3.5 To hold regular HR business meetings with key managers across the college group.

3.6 To monitor sickness absence and advise managers on the sickness absence procedure;

3.7 To help managers, manage their establishment in terms of staffing levels and pay, benchmarking against internal and sector norms.

3.8 Assist managers with their recruitment cycle including representing Human Resources at interview panels and advising on the recruitment and selection of staff;

3.9 Support the Group Executive Director of Human Resources and Deputy Group Director of Human Resources in liaising with Trade Unions on the implications of pay structures, conditions of service, allowances and pay protection.

3.10 To carry out salary assessments for roles within the College;

3.11 To take part in consultations relating to the implementation of policies, terms and conditions and employee relations;

- 3.12 To help maintaining the single central register;
- 3.13 To develop and revise HR policies and procedures;
- 3.14 To work closely with the College's payroll function to ensure the accuracy and timeliness of the payroll;
- 3.15 To run and analyse HR reports identifying trends and making recommendations to enhance the performance of the College;
- 3.16 To implement and process contractual changes for staff on the HR system (i-trent);
- 3.17 To monitor and process the probation and Performance Development Review cycle;
- 3.18 To monitor mandatory training compliance and advise managers accordingly so that appropriate action is taken to ensure compliance.
- 3.19 To advise and support managers on the full range of HR management issues in order to develop their capabilities and skills around people management;
- 3.20 Keep abreast of HR best practice and legislative changes with the ability to assess their impact on HR policies and procedures;
- 3.21 To liaise with outside bodies including ACAS, legal advisors and Employment Tribunals.

4. Person Specification:

- 4.1 Chartered member of CIPD or Graduate member working towards Chartered status;(D)
- 4.2 Up to date knowledge and understanding of Human Resources best practice and a thorough understanding of the practical implementation of employment law;(E)
- 4.3 Experience of working within a Human Resources function, delivering full HR lifecycle advice and administration; (E)
- 4.4 Experience of working in close collaboration with internal and external stakeholders to plan and resolve recruitment and HR issues; (E)
- 4.5 Knowledge and understanding of key Human Resources processes e.g. payroll, HR information systems and recruitment and selection; (E)
- 4.6 Experience of developing and implementing HR policies and procedures; (E)
- 4.7 Experience of working within a FE or educational environment;(D)

- 4.8 Ability to work collaboratively with senior and middle managers; (E)
- 4.9 Ability to manage projects;(E)
- 4.10 Excellent interpersonal and communication skills with the ability to effectively form successful working relationships; (E)
- 4.11 Ability to manage conflicting priorities and a demanding workload with the flexibility to quickly adapt and respond to changing operational needs; (E)
- 4.12 Experience of and skills in the use of Human Resources Systems and a range of IT software packages; (E)
- 4.13 An understanding of and commitment to Equality and Diversity and practical ideas for implementation within the scope of the post;(E)
- 4.14 Understanding of safeguarding issues relevant to this post; (E)

E: Essential

D: Desirable

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.