



Job Description	HR Business Partner (Senior)
<p><u>Role Specific</u></p> <p>To work as an HR Business Partner, supporting college managers/senior managers and staff within identified Divisions/Departments across the College:</p> <ol style="list-style-type: none"> 1. To be responsible for coordinating and overseeing recruitment activity, including liaison with College managers, providing advice and guidance on the College's policy and procedure, ensuring a fair and effective process and representing the HR team on selection panels. 2. To liaise with recruitment agencies regarding the engagement of temporary agency staff as required. 3. To contribute to the delivery of the College's induction programme, as required. 4. To provide advice and guidance to managers and staff on employee relations issues including disciplinary, grievance, performance management and sickness absence in line with College policies and procedures, employment law and best practice. 5. Liaise and consult with College trade union representatives on relevant issues. 6. To provide support and guidance to staff and managers in relation to health and wellbeing, including carrying out informal absence review meetings and stress risk assessments as required. 7. To liaise with external agencies such as the College's Occupational Health provider and Access to Work, to ensure that support and guidance is provided to staff in relation to long term health conditions and/or disabilities. 8. To advise staff and managers on all aspects of the College's Family Friendly policies. 9. To provide support and guidance to managers in relation to the College's probation procedure. <p>As Senior HR Business Partner you will also be required:</p> <ol style="list-style-type: none"> 10. To support with/lead on serious and complex employee relations matters across the College, e.g. dismissals, appeals, restructures, redundancy. 11. Along with the HR Manager, to provide support and coaching for HR Business Partners (as required). 12. To be responsible for the regular monitoring of the College's Single Central Record, and ensuring that recruitment practices across the team are in-line with Safer Recruitment guidelines/expectations. 13. To support the HR Manager in ensuring a high quality, efficient and timely service is provided to all internal and external customers. 14. To prepare reports for the HR Manager and/or Senior Leadership Team as required <p>To support broader HR initiatives across the College as required:</p> <ol style="list-style-type: none"> 15. To support the HR Manager in the development and review of the College's HR policies and procedures, ensuring these are implemented effectively and consistently across the College. 16. To take a lead on one or more of the following cross-college HR priorities: <ul style="list-style-type: none"> • To work with the HR Manager to support the College's Equality and Diversity agenda • To work with the HR Manager to support the College's Health and Wellbeing programme • To work with the HR Manager and Quality Team to support the monitoring of performance concerns across teaching, learning and assessment, ensure effective steps are taken to manager performance where necessary and maintain outstanding quality across the College • To support the College's employee relations agenda through involvement in the Joint Consultative Committee as required • To work with the HR Manager to support the implementation and monitoring of the College's staff voice and reward and recognition practices 	





17. To ensure own continuous professional development and stay up to date with employment law, case law and best practice.
18. To prepare reports for the HR Manager and/or Senior Leadership Team as required.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate





Person Specification	HR Business Partner (Senior)
	Essential / Desirable
Qualifications and Attainments	
4 GCSEs or equivalent including Maths and English at grade C or above	Essential
CIPD Level 5 / Degree level qualification in a relevant subject	Essential
CIPD Level 7 / Postgraduate level qualification in a relevant subject	Desirable
Training, Experience and Knowledge	
Experience of working in a busy HR environment, as part of an HR team	Essential
Knowledge of effective people management practices and processes, with up to date employment law/professional knowledge	Essential
Experience of providing advice and support to managers/senior managers on a wide range of complex HR issues	Essential
Experience of handling end to end recruitment process	Essential
Confidence in building relationships with managers/senior managers and ability to persuade, influence and negotiate	Essential
Experience of working formally and informally with recognised trade unions	Highly Desirable
Experience of developing, reviewing and implementing HR policies and procedures	Highly Desirable
Knowledge and understanding of Safer Recruitment guidance	Highly Desirable
Experience of working within Further Education, or a related sector	Desirable
Experience of delivering training/presentations	Desirable
Personal Skills and Attitudes	
Display initiative, be positive, enthusiastic and resilient	Essential
Excellent IT skills (inc. Microsoft Office applications) and experience of using dedicated HR systems	Essential
Be a team player and also have the ability to work autonomously	Essential
Highly developed interpersonal and communication skills (oral and written)	Essential
Excellent organisational skills and ability to manage multiple tasks and prioritise workload to meet deadlines/targets	Essential
Suitability to work with children, young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College needs	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential

