**Job Description:**

|  |  |
| --- | --- |
| **Post:** | ***Business Partner*** |
| **Department:** | *People Services* |
| **Salary Grade:** | *Grade 4 - £28,469.44 (fixed point salary)* |
| **Responsible to:** | *People Services Manager* |

**Key Purpose:**

|  |  |
| --- | --- |
| **1** | To support the People Services Manager with the provision of consistent and reliable generalist HR support in relation to relevant policies and practices across the College including the practical application of employment law with staff issues. |
| **2** | Engage respective Business areas with the strategic HR agenda so stakeholders understand the associated activity and are clear on their own and their team's accountabilities for delivering and embedding it. |
| **3** | Building trusted relationships with senior stakeholders and leaders across the College and providing day to day leadership to drive the delivery of the People Plan. |
| **4** | Assisting in building strong talent pipelines and workforce planning. |
| **5** | Using experience, skills and knowledge of the HR industry to maximise impact and add value in key areas such as change, management, employee engagement, recruitment and employee relations. |
| **6** | Uses commercial understanding of the business to ensure all people activity that is planned is consistent with current and future business needs and is aligned to business objectives, raising any concerns or risks in a timely and appropriate way. |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **A** | Work closely with line managers and senior management to deliver the people agenda |
| **B** | Support line managers throughout the employee lifecycle, driving the consistent and fair application of policy and procedure |
| **C** | Coach and build the capacity of line managers to anticipate and pre-empt organisational issues |
| **D** | Support the People Services team to deliver creative projects to support delivery of the College’s Employee Value Proposition |
| **E** | Work with the People Services team to ensure policies are aligned with employment legislation and best practice, reflecting the College’s core behaviours and values |
| **F** | Partner with the management team to achieve effective resource plans and attract and retain talent at the College |
| **G** | Monitor the people needs across the business and support in the creation and delivery of innovative solutions |
| **H** | Actively support line managers to bring employee relations issues to resolution and proactively monitor employee issues to provide insights and propose early interventions |
| **I** | Coach and mentor managers, helping them to enhance their management skills and drive performance in relation to people, performance and engagement |
| **J** | Support the College to firmly embed the values and behaviours and instil a culture of purpose, trust, engagement, communication and accountability |
| **K** | Build networks externally to be current with emerging trends, innovations, and current best practice within the HR field and to build commercial awareness capabilities |
| **L** | Maximise use of HR data/Payroll Information systems and contribute to the monitoring and production of high quality management information/reports |
| **M** | Contribute towards the design, development, implementation and maintenance of HR Policies and Procedures as appropriate |
| **N** | Undertake project work and participate in working groups as directed by the People Services Manager/Vice Principal and work closely with colleagues on specific projects which need a multi-disciplinary approach |
| **O** | To ensure Human Resources records (computerised and paper based) of staff employed by the College are appropriately maintained and prepare Management Information as required |
| **P** | Support and assist in wider People Services activities as required |

**Cross-College Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety. |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards |

This job description is current as at the date shown above. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Graduate member or working towards CIPD | X |  | A |
| **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** | | | | |
| 2 | Experience in a generalist HR role | X |  | A / I |
| 3 | Experience of delivering high quality customer focused HR services | X |  | I |
| 4 | Experience in analysing data and producing reports | X |  | A / I |
| 5 | Experience of working in a commercial environment |  | X |  |
| 6 | Experience in, and knowledge of, advising managers on HR related procedures, casework, change management and policy interpretation | X |  | A / I |
| 7 | Experience of using HR or Payroll systems | X |  | A / I |
| 8 | Knowledge of current and emerging legislation, case law and best practice with an aptitude for translating legal developments into practice |  | X | A / I |
| **SKILLS & ATTRIBUTES** | | | | |
| 9 | Competent in using Microsoft Office packages, e.g. Word, Excel | X |  | A / I |
| 10 | Professional and customer focused approach including absolute discretion, diplomacy and sensitivity | X |  | I |
| 11 | Ability to deliver consistently professional, high quality work | X |  | I |
| 12 | Ability to interpret policies and procedures, identify issues and use initiative when providing solutions | X |  | I |
| 13 | Excellent interpersonal skills with the ability to influence effectively with staff at all levels and build effective relationships | X |  | I |
| 14 | Ability to prioritise own workload in an organised manner and work under pressure juggling multiple priorities and deadlines | X |  | I |
| 15 | Ability to work independently and as part of a team, sharing and demonstrating ideas of good practice | X |  | I |
| 16 | Resilience and tenacity when overcoming a number of obstacles to achieve results | X |  | I |
| 17 | Demonstrate the College’s behaviours and values in all aspects of work | X |  | I |
| 18 | Ability to travel independently between college sites | X |  |  |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment