

Human Resources Business Partner

Job Description

Area	: Organisational Development and HR
Salary	: £30,881 - £34,745 (<i>per annum</i>)
Hours of Work (Full-time/Part-time)	: 37
Line Manager	: Human Resources Manager
Responsibility for	<p>: To provide generalist HR advice to designated business areas;</p> <p>: To support the Organisational Development and HR strategy to contribute to the College's key aims and objectives; <i>and</i></p> <p>: Promoting and safeguarding the welfare of children and young persons in line with College policies.</p>

Main Purpose of Job:

To provide an innovative and excellent Organisational Development and HR service to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

Key Duties and Responsibilities:

1. To provide advice and support to staff and line managers on a range of Organisational Development and HR matters including recruitment, absence management, learning and development, employee relations, performance management and conditions of employment.
2. To oversee the recruitment and selection process to ensure appointments are in line with College needs and that safer recruitment process are fully complied with.
3. Prepare and issue relevant HR documents including offer letters, contracts, salary and role changes to ensure accurate payroll information is provided.
4. Oversee the College absence management process, ensuring absence triggers are monitored, management information is generated, timely advice is provided, trends are identified and line managers are supported to take appropriate action to assist staff and drive any necessary improvements.

5. Manage the Occupational Health (OH) referral process, liaising with the OH provider to ensure timely referrals and support for staff in specified business partner areas.
6. Support line managers with first level investigations and casework, including formal grievances and disciplinaries ensuring College policies and procedures are adhered too.
7. Support line managers and staff with the College performance management processes.
8. Produce data, reports and statistical analysis using the HR system that are relevant to College requirements.
9. To provide advice and guidance to ensure all College safeguarding obligations are adhered to at all times.

Generic Duties and Responsibilities:

10. Promote a culture of innovation, excellence and equality.
11. Reflect the vision, mission and values of the College.
12. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
13. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
14. To actively contribute to the risk management of the College.
15. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
16. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
17. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
18. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

Human Resources Business Partner Person Specification

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

	Assessment Method					
	Application Form	*Test	Interview / Presentation	Psychometric Testing	Qualification Certificates	References
Education and Qualifications						
<u>Essential</u>						
• CIPD level 5 qualification or comparable experience	✓				✓	
• GCSE Grade C (4/5) in English and Maths	✓				✓	
• Evidence of ongoing professional development						
<u>Desirable</u>						
• Safeguarding Training to Level 1	✓				✓	
• Degree or equivalent in HR or related field	✓				✓	
Skills and Experience						
<u>Essential</u>						
• Experience in a comparable, busy and fast paced mid-level HR role	✓		✓			
• Proven experience managing end-to-end recruitment and selection processes	✓		✓			✓
• Experienced in managing absence and attendance processes, including casework and policy application	✓		✓			✓
• Extensive experience of effectively managing and coordinating complex HR and employee related issues to set timescales and deadlines	✓		✓			
• Experience of developing and updating HR policies, procedures, contracts and other documentation to ensure compliance	✓		✓			
• Up-to-date knowledge of UK employment law and HR best practices	✓		✓			
• High level of accuracy and attention to detail in all HR processes and documentation	✓		✓			
• Proven excellent stakeholder management with the ability to adapt to different styles and approaches, quickly building strong and effective working relationships, delivering service excellence			✓			
• Proven ability to work well in a fast-paced environment, meeting multiple deadlines within set timescales – reflecting excellent time management, organisation and prioritisation skills	✓		✓			
• Excellent level of digital literacy	✓	✓	✓		✓	
• Proficient in the use of HR computerised systems and processes	✓		✓			

<u>Desirable</u>						
• Experience of working in Further Education	✓		✓			✓
• Experience of the DBS process	✓		✓			
• Knowledge of 'Safer Recruitment in Education'	✓		✓		✓	
Personal Attributes						
<u>Essential</u>						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>) and to translate ideas into actions			✓	✓		✓
• Ability to influence and coach senior stakeholders	✓		✓			
• Emotional intelligence, self-awareness and confidence			✓	✓		✓
• Accuracy and attention to detail	✓		✓			
• Strong organisational skills with the ability to manage competing priorities and deliver under pressure		✓	✓			
• Flexible approach to working			✓			
• Excellent customer service skills			✓	✓		
• Commitment to on-going professional development			✓			
• An understanding of the responsibilities relating to the safeguarding of young people and vulnerable adults			✓			
Special Factors						
<u>Essential</u>						
• Full, current driving licence	✓					
• Car owner, with a willingness to use on College business as required (<i>mileage allowance payable</i>)	✓					
• Enhanced DBS check	✓					

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