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| **Job title:** HR Business Partner**Reporting to:** HR Manager**Base:** Hybrid working - working at home, in the office at College sites, and at key client sites |
| **Hours:** 30 hours per week, 52 weeks per year (or pro rata as appropriate)**Contract Type:** Management**Holidays:** 35 days per year plus 6 College closure days where applicable and 8 statutory days pro rata**Salary:** £39,748 per annum pro rata (actual salary £32,229) |
| **Job Purpose**To provide timely and cost-effective people management advice and develop HR solutions tailored around an in depth understanding of the business and organisational objectives, identifying priorities, opportunities and potential risks. |
| **Key Responsibilities*** Give legally sound and appropriate advice and support on employee relations matters, policies and procedures taking the lead on issues such as grievances and disciplinary matters.
* Support managers in managing individual and team performance, coaching them to take appropriate action in a timely manner, both to address performance issues and to drive forward performance improvement.
* Ensure that the organisation's values and behavioural expectations are embedded in the people management processes, policies, and communications and support the required interventions to embed them within the organisation.
* Work with managers to plan and implement change in the business to ensure business objectives are met and results sustained, anticipating challenges and assessing potential risks.
* Provide advice to managers on appropriate pay levels and terms and conditions for new starters, transfers, promotions, regradings etc.
* Assist managers with the recruitment of new staff at times including activities such as reviewing shortlisting and confirmations of appointments.
* Seek and listen to feedback from employees and managers to understand team culture and dynamics, having a 'finger on the pulse', feeding insights on significant issues to HR leaders.
* Review employee satisfaction/feedback analysis, develop key insights and propose options to address critical concerns.
* Advise and coach managers in aspects of employee health and wellbeing ensuring internal policies and legislative requirements are followed appropriately.
* Deliver management information and service in line with established service level agreement and metrics for the organisation.
* Undertake research/projects to support HR Strategy as appropriate.
* Deliver appropriate management training on HR policy, employment law and people management.
* Identify opportunities for continuous improvement in service delivery ensuring that the HR department adds value to the College's strategy objectives.
* Represent the Department at College meetings, AoC conferences, workshops etc as and when required.
* Participate in cross-college development work as a representative of the Department.
* Exercise integrity in respect of confidential matters and personal/sensitive information, ensuring that HR records are kept in accordance with the Data Protection Act 1998.
* To undertake risk assessments for any new activity and to ensure risk assessment checks are carried out for any ongoing activity.
* Attend meetings and participate in staff training events to maintain relevant skills and knowledge as appropriate.
* Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.
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| * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College's workload.
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|  **Person Specification**  |
| **Competencies****Essential:*** HRTechnical skills within:
	+ Organisational design
	+ Organisational development
	+ Performance and reward
	+ Employee engagement
	+ Employee relations
* Apply a business mind set to HR solutions
* Engagement and communication with managers
* Performance management
* Decisive thinker
* Skilled influencer
* Collaborative
* Pragmatic approach to work
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| **Knowledge & Experience****Essential*** Up to date with HR best practice and current HR legislation
* Successful change programme experience
* An understanding of how the organisation delivers value

**Desirable*** Knowledge of the FE sector in relation to HR practice
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| **Qualifications****Essential*** Educated to Level 3 or above
* Level 2 English and Maths qualifications
* Driving licence

**Desirable*** Level 5 CIPD qualification (or working towards)
* Level 2 IT
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