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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. |
| **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 |
| **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 |
| **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 |