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| **Job title:** HR Business Partner  **Reporting to: HR Director**  **Base:** The Roundhouse and other campuses as required, with some working from home |
| **Hours:** 37 hours per week, 52 weeks per year  **Contract Type:** Management  **Holidays:** 35 days per year plus 6 College closure days where applicable and 8 statutory days  **Salary:** £42,165 per annum |
| **Job Purpose**  To proactively partner, collaborate and consult with people managers to develop HR solutions tailored around an in depth understanding of the business and organisational objectives, identifying priorities, opportunities and potential risks whilst ensuring compliance in terms of HR best practice and relevant legislation |
| **Key Responsibilities**   * **Strategic HR Partnership** * Translate organisational targets into effective HR strategies that support the College’s objectives. * Collaborate with managers to plan and implement organisational change, anticipating challenges and mitigating risks. * Analyse people metrics and sector trends to inform decision-making and drive continuous improvement. * Lead or contribute to HR projects and research aligned with strategic goals. * Identify opportunities to enhance HR service delivery and ensure alignment with College priorities. * **Performance Management** * Coach and support managers in addressing individual and team performance, fostering accountability and improvement. * Deliver training on HR policies, employment law, and effective people management. * Advise on pay, terms and conditions, and employment processes including promotions, transfers, and evaluations. * **Employee Relations & Wellbeing** * Provide legally sound advice on employee relations matters, including grievances and disciplinary issues. * Support managers in promoting employee health and wellbeing, ensuring compliance with policy and legislation. * Maintain confidentiality and ensure HR records are managed in line with GDPR and data protection standards. * **Culture, Engagement & Values** * Champion the College’s values and behavioural expectations across all HR practices. * Act as a role model for organisational values and behaviours. * Gather and respond to feedback from employees and managers to understand team culture and dynamics. * Analyse employee satisfaction data to identify trends and develop targeted engagement strategies. * **Collaboration & Representation** * Represent HR at internal and external meetings, conferences, and workshops. * Participate in cross-college development initiatives as a departmental representative. * Promote and comply with College policies and legislation, including Safeguarding, Equality & Diversity, Health & Safety, and Data Protection. * **Professional Development & Flexibility** * Engage in ongoing professional development to maintain relevant skills and knowledge. * Undertake additional duties as required to support evolving College needs. |
| **PERSON SPECIFICATION** |
| **Competencies**  **Essential**   * Excellent interpersonal and communication skills, with the ability to build strong relationships and convey information effectively both verbally and in writing * Proactive and collaborative, with the ability to work independently and contribute strategically to organisational development. * Resilient and solutions-focused, with the ability to multitask, think creatively, and perform effectively under pressure * Comfortable using HR software programmes * Strong HR technical expertise across organisational design and development, performance and reward, employee engagement, and employee relations |
| **Knowledge & Experience**  **Essential**   * Demonstrated ability to work proactively, showing initiative and self-motivation in a dynamic environment. * Comprehensive knowledge of current HR legislation and best practices, with a commitment to continuous professional development. * Proven track record in successfully managing and implementing change initiatives. * Strong understanding of how HR contributes to organisational value and supports strategic objectives.   **Desirable**   * Knowledge of the Further Education sector in relation to HR practice |
| **Qualifications**  **Essential**   * Level 3 CIPD qualification * Level 2 English and Maths qualifications * Driving licence   **Desirable**   * Level 5 CIPD qualification or willing to work towards with support |