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| **Job title:** HR Business Partner**Reporting to:** HR Manager**Base:** Hybrid working - working between home, College sites, and key client site (Rolls Royce LDC, Derby) |
| **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:** £39,748 per annum |
| **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.
* Seek and listen to feedback from employees and managers to understand team culture and dynamics, 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 GDPR 2018.
* 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.
* 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*** Strong interpersonal skills with the ability to quickly build effective working relationships with internal and external stakeholders
* Able to work on your own initiative and collaboratively
* Able to work strategically and contribute to strategy development
* Effective communicator both in writing and in person
* Resilient and able to multi-task and work under pressure
* Solutions focused and creative
* IT literate and competent using the MS Office suite and HR software programmes
* HRTechnical skills within:
	+ Organisational design
	+ Organisational development
	+ Performance and reward
	+ Employee engagement
	+ Employee relations
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| **Knowledge & Experience****Essential*** Up to date with HR best practice and current HR legislation
* Successful change management experience
* An understanding of how to assist delivering value

**Desirable*** Knowledge of the FE sector in relation to HR practice
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| **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
* Level 2 IT
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