



HR Business Partner

Job Description

Department:	HR & OD Department
Campus:	Cauldon/Burslem campuses

Responsible to:	Lead HR Business Partner
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Responsible for:	N/A
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Salary details:	Up to £37,500 per annum (Grade 4B)	Hours/ contract:	Full-Time and Part-Time options considered, Permanent.
	Pay Award Pending		<i>Business Support T&Cs</i> <i>Flexible and hybrid-working options available</i>

Role Summary:

To professionally delivery of the Business Partner HR model through advising, guiding and supporting staff and managers by providing people management and development support across the College - coordinating casework, performance, attendance and employee relations issues in line with policy and legislation, and in partnership with managers across a determined portfolio of college departments.

To play a key role in the transitional journey of the HR and OD team to shape and deliver enabling, modern and integrated HR practices in support of the overarching College strategy aims. The role also provides opportunity to work in partnership with colleagues to contribute to organisational development workstreams, as well as other ad hoc projects and to participate in college working groups as required.

Main Duties and Responsibilities:

Work Processes and results

- Support the College to manage its people agenda within legal and regulatory frameworks. Maintaining a clear understanding of the legal framework within which HR operates; support the review, updating and development of HR policies and procedures in line with current legislation, and keeping abreast of modern HR procedures and best practice. Ensuring all elements of people risk are appropriately and adequately controlled.

- Escalate and advise Chief People & OD Officer and Lead HR Business Partner of any complex high-risk cases or disputes and determine together solutions, course of action, mitigating the risk and any PR exposure.
- Provide managers with advice and support to develop their knowledge, capability and confidence as enablers to effectively manage people and teams. This includes, but is not limited to; Sickness Absence Management, Probation, Performance & Capability, Disciplinary, Grievance, Redeployment and Health & Wellbeing. To support and advise managers at formal meetings and Hearings, in line with policy.
- Support managers to undertake a range of Employee Relations casework, ensuring that policy and procedure are applied consistently and fairly, including management of risk, and that all cases are progressed on a timely basis, to ensure that appropriate and proportionate outcomes are achieved.
- To work with colleagues in support of payroll administration, ensuring staff are paid on time and correctly, including new appointments, contractual variations, terminations and other ad hoc payments or deductions. Ensuring that Payroll deadlines are achieved and overseeing the accurate and timely production of related administration and correspondence by the team. Monitoring and supporting HR activity to ensure the terms of the HR SLA are being met.
- To manage employee absence, and all procedures relating to this, such as referrals to Occupational Health, informal and formal meetings, and to monitor and provide absence statistics.
- To support planning for Recruitment and Selection activity, ensuring that the College's procedures are followed, and that recruitment documentation is of a high standard.
- Contribute to job evaluation, advising on job design, job descriptions and the correct grading of jobs. Work collaboratively with the team to help inform recruitment strategy and engagement.
- Advise managers and staff on terms and conditions of employment.
- Support and have an oversight of the implementation of new starter, induction and 'onboarding' process for new staff. As required, advising managers and staff on pre-employment procedures and timescales.
- Work proactively with colleagues to contribute to and advise on the development of management information, HR and administration systems that respond to management and customer need. Supporting the coordination and recording of accurate data within these systems.
- Manage and respond to enquiries, and to liaise with other Departments as necessary, such as Payroll, IT & Digital, Finance, etc.
- Plan, undertake and deliver on mainstream and ad hoc project work as required, including those relating to Organisational Development (OD) such as Talent Management, Learning & Development activities, Workforce Planning, etc.
- Participate in College Working Groups, Committee meetings, team meetings and briefings, as required, taking forward assigned action points.

Team Work

- Work flexibly to meet the needs of the business, and to provide cover for other members of the team, as appropriate, in times of absence
- Work closely with colleagues in other Departments across the College, as well as with external partner agencies.
- Deputise for the Chief People & OD Officer, Head of OD and Lead Business Partner as required.

Communication / Documentation

- Communicate clearly, effectively and professionally across a wide range of audiences.
- Ensure and maintain strict confidentiality at all times.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development, and to remain abreast of current and forthcoming employment law.
- Observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- Strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values, or Inclusive, Collaborative, Courageous, Ambitious, Nurturing (ICcAN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- Comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe In Education Statutory Guidance for Schools and Colleges.
- Attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- Understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

This Job Description and Person Specification is accurate as at March 2024. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio
C	Certification

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> • CIPD Level 5 or significant equivalent experience. • Degree level qualified or equivalent inclusive of HR content. • Minimum of 4 GCSEs at Grades A-C (or equivalent) including Maths and English. 	<p>A, I, C</p> <p>A, I, C</p> <p>A, C</p>	<ul style="list-style-type: none"> • Graduate/Chartered CIPD Member, or significant equivalent experience. 	A, I
Experience	<ul style="list-style-type: none"> • Significant experience in a comparable, busy and fast paced mid-level HR role. • Experience of effectively managing and coordinating ER casework to set timescales and deadlines. • Experience of the production and processing of quality contractual employment documentation, in a timely manner. • Experience of using HR software systems. • Experience of communicating effectively with a wide variety of people at different levels, including senior management, providing sound, pragmatic HR advice and guidance. 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> • Experience of working in a safeguarding environment. 	A, I
Skills/ Aptitudes/	<ul style="list-style-type: none"> • Excellent understanding of UK employment legislation and best practice . 	I	<ul style="list-style-type: none"> • Awareness of the issues affecting FE and the environment in which 	I

Competences/	<ul style="list-style-type: none"> • Ability and confidence to problem solve and work on own initiative. • A strong people focus, with a passion for supporting growth and development at individual, team and broader organisation level. • Highly developed written, verbal and non-verbal communication skills. • Proven excellent stakeholder management with the ability to adapt to different styles and approaches, quickly building strong and effective working relationships, delivering service excellence. • Ability to provide an effective, proactive customer focused service to managers and other key stakeholders. • Well-developed IT Skills including the use of Microsoft Office, Word, Excel and ability to manipulate and report on data. • Excellent accuracy and attention to detail. • Proven ability to work well in a fast-paced environment, meeting multiple deadlines within set timescales – reflecting excellent time management, organisation and prioritisation skills. 	<p> </p> <p> </p> <p>A, I</p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>	<p>the College operates</p> <ul style="list-style-type: none"> • Ability to produce reports and to analyse data. 	<p> </p>
Other	<ul style="list-style-type: none"> • Proactive approach to own personal and professional development within the field of HR. • Ability to travel between, and work from, Burslem and Cauldon campuses, as required. 	<p>A, I</p> <p> </p>		

TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

Sick Pay

The Company has a scheme of enhanced sickness benefits.

Training and Development

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

VN2394

Holidays

Education Business Services (Stoke) Ltd staff are entitled to 32 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and ample parking space is available on both sites, subject to availability at peak times.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

Notice Periods

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

Location of Work

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

Equality of Opportunity

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.