



## Human Resources Business Partner (Part Time, Fixed Term)

### Job Description

<b>Department:</b>	Human Resources Department
<b>Campus:</b>	Cauldon/Burslem campuses
<b>Responsible to:</b>	Head of Human Resources
<b>Responsible for:</b>	N/A
<b>Grade:</b>	Grade 3B* £28,653 per annum, pro rata. (SCP 29) <i>*Pending Pay Strategy implementation</i>
<b>Hours:</b>	Part Time 28.5 hrs per week (0.77 FTE)

#### Role Summary:

To take a key 'HR generalist' role in the operational delivery of the College's People Strategy and HR Development Plan.

To effectively manage and coordinate an employee relations casework portfolio, taking a business partner approach to advising, guiding and coaching managers with the full range of employment and people management issues, in line with College policy and terms and conditions and employment legislation.

To undertake ad hoc project work, and to attend and contribute to College Working Groups as required.

#### Main Duties and Responsibilities:

##### Work Processes and results

- To provide managers with advice and support to enable them to effectively manage and resolve employee relations issues, including advice about employment issues. This includes, but is not limited to; attendance management, probation, performance, disciplinary, grievance, redeployment and health and wellbeing issues. To support and advise managers at formal meetings and Hearings, in line with policy.
- To advise managers and staff on terms and conditions of employment.
- To support managers to undertake a range of casework in relation to discipline, grievance, performance, short term and long term absence, ensuring that policies are applied fairly and appropriately, and that cases are progressed on a timely basis and to set timescales, to

ensure that appropriate and proportionate outcomes are achieved.

- Support the creation, review and updating of HR policies and Procedures in line with current and forthcoming legislation and case law.
- To undertake planning with managers for Recruitment and Selection activity, ensuring that the College's procedures are followed, and that recruitment documentation is of a high standard, and overseeing the selection process and appointment decisions.
- To oversee the new starter, induction and 'onboarding' process for new staff, coordinating the activities of the HR Assistant team. Advising managers and staff on pre-employment procedures and timescales.
- To ensure that information added to Payroll is accurate and timely, 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 HR Assistant team.
- 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 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.
- To manage and respond to enquiries, and to liaise with other Departments as necessary, such as Payroll, IT, Finance, etc.
- Plan and undertake ad hoc project work, as required.
- To attend and contribute to College Working Groups, Committee meetings, team meetings and briefings, as required, taking forward assigned action points.

### **Team Work**

- To 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
- To work closely with colleagues in other Departments across the College, as well as with external partner agencies.
- To deputise for the Head of HR and Director of HR, as required.

### **Communication / Documentation**

- To communicate clearly, effectively and professionally across a wide range of audiences.
- To 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.
- Ability to 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**

- A 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.

### **Safeguarding of Children and Vulnerable Adults**

- To 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. To attend relevant and associated training, as required.

### **General Data Protection Regulation and Data Protection Act 2018**

- To 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 postholder.*

*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 postholder.*

*This Job Description and Person Specification is accurate as at September 2021. 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

## PERSON SPECIFICATION

### Human Resources Business Partner

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>CIPD Level 5 certificate, or significant equivalent experience.</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Graduate/Chartered CIPD Member, or significant equivalent experience</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Degree in a relevant subject with significant HR content, or equivalent qualifications or experience.</li> </ul>	A, I	<ul style="list-style-type: none"> <li>CIPD PDS (Level 7) qualification or nearing completion</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Minimum of 4 GCSEs at Grades A-C (or equivalent) including Maths and English</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Postgraduate Diploma in HRM</li> </ul>	A, I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant, recent experience in a similar, busy and fast paced mid-level HR role.</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Recent experience in a qualified HR role within FE / an Education environment</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Experience of effectively managing and coordinating employee relations casework to set timescales and deadlines.</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Experience of supervising staff or overseeing and coordinating the workloads of junior staff</li> </ul>	I
	<ul style="list-style-type: none"> <li>Experience of overseeing the production and processing of quality recruitment and contractual employment documentation, in a timely manner.</li> </ul>	A, I		

	<ul style="list-style-type: none"> <li>• Experience of communicating effectively with a wide variety of people at different levels, including senior management, providing sound, pragmatic HR advice and guidance.</li> </ul>	A, I		
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>• Excellent understanding of current and forthcoming employment law, case law and best practice</li> <li>• Ability to problem solve effectively, and to work on own initiative</li> <li>• Strong team player, with an organised and positive attitude to work</li> <li>• Highly developed interpersonal skills and emotional intelligence.</li> <li>• Excellent time management, organisation and prioritisation skills.</li> <li>• Highly developed written, verbal and non-verbal communication skills</li> <li>• Good knowledge of HR policies and processes</li> <li>• Ability to provide an effective, proactive customer focused service to managers and other key stakeholders.</li> <li>• Proven ability to work well in a fast paced environment, meeting multiple deadlines within set timescales</li> <li>• Excellent accuracy</li> </ul>	<p>A, I</p> <p>I, P</p> <p>I</p> <p>I, P</p> <p>A, I</p> <p>I</p> <p>A, I, T</p> <p>I</p> <p>A, I</p> <p>I, T</p>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of College policies and procedures</li> <li>• Awareness of the issues affecting FE and the environment in which the College operates</li> <li>• Knowledge and ability to use Canvas and other College software and applications</li> <li>• High level of emotional intelligence and ability to adapt style and approach, to suit audience</li> <li>• Ability to produce reports and to analyse data</li> </ul>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

	<p>and attention to detail.</p> <ul style="list-style-type: none"> <li>• Well-developed IT Skills including the use of Microsoft Office, Word, Excel and ability to manipulate and report on data.</li> <li>• Diplomatic, tactful and approachable</li> </ul>	<p>I</p> <p>I, P</p>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Proactive approach to own personal and professional development within the field of HR.</li> <li>• Ability to travel between, and work from, Burslem and Cauldon campuses, as required.</li> </ul>	<p>A, I</p> <p>I</p>		