

JOB DESCRIPTION

Job Title: Senior HR Business Partner

Responsible to: Director of HR & Development

Primary Job Purpose:

1. To support the HRD to achieve the HR & Development team's strategic objectives, as set out in the HR Strategic Action Plan by acting as the HR lead on a range of different projects and responsibilities.
2. To act as Change Agent in Managing Organisational Change where this relates to HR-related activities e.g. restructures, compulsory redundancies and voluntary severance schemes etc.
3. Line Management responsibility for 2 HR Business Partners covering different business and curriculum areas across the College and 1 Employee Relations and Resourcing Assistant

Organisational Change

- HR Lead for all restructures within the College, utilising the Management of Organisational Change Policy, ensuring that formal consultation processes take place with all affected staff and the trade unions, via the Joint Consultative Committee.
- HR lead on all compulsory redundancy processes, ensuring compliance with employment law and the College's Redundancy Policy (and Management of Organisational Change Policy, where appropriate).

Employee Relations

- Responsibility for the HR Case List, ensuring that the HR Business Partners are well supported to deal with all employee relations cases, in accordance with College Policy and best practice and for producing a regular Case List activity report for the HRD to take to SLT meetings.
- Responsibility, with the HRD to ensure that all HR policies and procedures are regularly reviewed and continue to reflect both up-to-date employment law and best practice.
- Responsibility for running regular HR salons/workshops to provide line managers with information on latest employment law changes and how these will impact on their management responsibilities and existing policies and procedures.
- Support employee engagement processes by supporting the HRD at the Staff Forum and Joint Consultative Committee (JCC) meetings, enabling effective negotiation and consultation with trade union representatives in regard to a range of staffing matters.
- Responsibility for the annual Staff Survey, linked to Gallup and analysing data, benchmarking year on year and production of an Action Plan to address any areas of concern for SLT approval.

- Responsibility, with the Deputy HR Resourcing & Development Manager for Staff Well-being, actively seeking ways of supporting the management of workplace stress.
- Responsibility for dealing with workplace conflict through the introduction of an effective mediation service and through the introduction of bullying and harassment ambassadors.
- Responsibility with the HRD, for reviewing staff awards processes and to design an effective staff award system which recognises excellent performance.
- To act as HR lead for all matters associated with Safeguarding within the College.
- To act as Lead CRB signatory for the College and advising the HRD of any CRB records of potential concern.

HR Generalist

- Support the production of HR updates for all staff, as appropriate.
- Support cultural changes across the College through a variety of different methods, including implementing action plans following the Staff Survey, enabling managers to more effectively line manage their staff, strongly encouraging managers to take greater responsibility for their staff.
- To support the effective delivery of a higher performing HR service, through the further development of the HR Business Partners, ensuring that the high standards within the team are developed and maintained.
- Acting as an ambassador for the HR Business Partner model, actively driving up standards to highlight the benefits of the model for all staff and managers.
- To actively manage direct reports, ensuring that IPRs, Probationary meetings (where applicable) and regular one to one meetings take place to assist the HRD to drive up standards within the team and to ensure that the HR & Development team provide a high level of customer service at all times.

General

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any senior manager
- Compliance with health and safety policy and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity Policy and targets, and actively promoting equality of opportunity

PERSON SPECIFICATION: SENIOR HR BUSINESS PARTNER

Qualifications:

	Essential	Desirable
Good standard of education up to Degree level (or relevant experience)	✓	
CIPD qualified	✓	
Chartered MCIPD or commitment to working towards this Management Qualification	✓	
		✓

Knowledge and experience:

	Essential	Desirable
Excellent working knowledge of employment law with the ability to apply it practically to workplace situations	✓	
Excellent understanding of HR best practice and ability to apply this to employee relations cases	✓	
Experience of formal report writing for different audiences	✓	
Management or Supervisory experience	✓	
Experience of performance management and working within defined policies and procedures	✓	
Experience of leading on organisational change projects including restructures and redundancy programmes	✓	
Experience of using HR software solutions		✓
Experience of working in a HR department/environment		✓

Skills and competencies:

	Essential	Desirable
Good communication/interpersonal skills	✓	
High level skills of using Microsoft Office packages	✓	
Good verbal and written skills	✓	
Excellent numeracy skills	✓	
Excellent organisational skills and ability to multi-task	✓	
Excellent customer service skills	✓	
Good research and analytical skills	✓	

Other qualities:

	Essential	Desirable
Professional and approachable	✓	
Tactful and diplomatic	✓	
Ability to work on own initiative and under pressure	✓	
Team player	✓	
Flexibility in approaching work situations	✓	
Able to work confidentially	✓	
Competent in dealing with difficult situations	✓	