



Job Description

Job Title:	People Partner
Faculty/Department:	People and Organisational Development
Reporting to:	People Services Manager
Duration:	Continuing
Job Family:	Administration
Pay Band:	7
Benchmark Profile:	Administrator Band 7
DBS Disclosure requirement:	N/A
Vacancy Reference:	N/A

Details Specific to the Post

Background and Context

The People & Organisational Development Directorate offers strategic and operational support to the University's management and staff on all aspects of HR and OD which underpin organisational strategies, structures, systems, skills and performance. The key objective of the service is to deliver an integrated approach to Human Resource Management and Organisational Development across the University based on insights, strategy and solutions. The HR and OD Partnering Service leads specifically on areas such as employee relations, resourcing, workforce planning, organisational design and development, people management, equality, diversity and inclusion and wellbeing.

The University has embarked on an ambitious programme of change which will have a significant impact on staff and the engagement of staff with this programme is key to its success. The HR & OD Directorate has a major role in leading and implementing the Change Agenda.

Overall Purpose of the Role

To work as part of an HR Partner team as an autonomous practitioner providing a full range of operational HR guidance and support to a designated area of the University and supporting the development and delivery of wider HR and organisational development (OD) projects.

Key Accountabilities

- An experienced HR professional who can work autonomously and collaboratively to provide guidance and support to managers on all operational HR matters (e.g. performance, grievance, discipline, health).
- Holds a professional HR qualification (e.g. CIPD) or demonstrates equivalent professional experience.
- Contributes to the development and delivery of the people plan within a designated area of the University, under guidance from the HR Partner.
- Plans and manages casework and HR project work using personal knowledge and experience, and accesses additional resource and expertise as required to ensure professionally high standards of performance.
- Provides advice and guidance to Assistants and Administrators within HR, supporting the prioritisation of work and development of the team.
- Works as part of a team to support organisational change through influencing, communicating and implementing effective people management interventions.
- Provides an evidence base for effective HR decisions, evaluating and analysing information and using initiative to create solutions.

GENERIC JOB DESCRIPTION

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

Main Work Activities

1. The role holder:

- a. Will provide professional advice and/or support, directly or indirectly, to the Directorate and Stakeholders based upon a full understanding of a professional or specialised area of work.
 - b. Will be expected to contribute to longer term developments within the Directorate by giving advice and specialist support.
 - c. Will Influence decisions or events by working collaboratively internally and externally to the University.
 - d. Will evaluate and analyse information and use initiative and creativity to solve non-standard problems.
 - e. May lead a team within the Directorate in project activity and plan, prioritise and monitor to ensure effective use of resources.
2. Provide HR and OD advice and guidance to managers and staff.
 3. Deliver established presentations to communicate information across Directorate and University.
 4. Attend meetings to report on workforce information/data and matters relating to the people plan.
 5. May be required to supervise the work of others.
 6. Provides advice and guidance to other members of the team.
 7. Works with people services to improve HR Service across a broad range of HR activities and actions
 8. Proactively develop and maintain internal and external contacts to benefit the University.
 9. Participate in networks internally and/or externally.
 10. Build strong, productive and trusted relationships with managers providing a risk-based approach to guidance and advice on HR.
 11. Build and maintain effective relationships with trade union representatives.
 12. Develop and manage projects that contribute to improving service delivery.
 13. Develop and maintain systems and processes to ensure effective delivery of the service .
 14. Contribute to policy development.
 15. Support recruitment and selection for designated business areas.
 16. Organise and represent the area and University at HR-related events.
 17. Plan and monitor the work of others.
 18. Co-ordinate departmental processes in conjunction with senior colleagues.
 19. Organise, prepare and service committees as appropriate .
 20. Contribute to the longer term operational planning of the Directorate.

21. Analyse qualitative and quantitative data producing draft reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data, as they relate to a designated area of the business.
22. Undertake job analysis and evaluation with guidance from the HR Services Team.

Additionally the post holder will be required to:

- Fulfil the employees' duties described in the University's health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden.
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices. This includes undertaking mandatory equality and diversity training.
- Comply with University regulations, policies and procedures.

COMPETENCY SPECIFICATION

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

The Competencies set out below are essential and are core requirements needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

Qualifications and experience

- CIPD qualified or equivalent professional experience.
- Current knowledge of employment legislation and English case law.
- Significant experience of providing advice and guidance to managers facilitating resolutions across a full range of HR and people management issues.

Core Competencies

- *Planning and organising* – identifies demand and opportunities to develop case management and project plans, involves other areas and coordinates efforts and resources to achieve shared objectives.

- *Initiative and problem solving* – actively observes changes and predicts likely impact, involving others, identifying needs and dealing with conflicting priorities.
- *Liaison and networking* – actively builds relationships across the University and externally, pursues shared goals and works jointly to influence events and decisions.
- *Communication* – demonstrates the ability to summarise and present complex ideas and detailed specialist information.

Professional Competencies

- *Skilled Influencer* – gains the necessary commitment and support from a diverse group of stakeholders.
- *Personally Credible* – builds and delivers professionalism through combining business focus with HR expertise.
- *Collaborative* – works effectively and inclusively both within and outside the University.
- *Decisive Thinker* – analyses and understands data and information using insight to identify options and make robust, defensible decisions.