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**JOB DESCRIPTION**

# HUMAN RESOURCES DEPARTMENT

## POST: HR Business Partner

## REPORTING TO: Senior HR Business Partner

**GRADE:** POF/POG 37- POG/POH 40

RESPONSIBLE FOR: Not applicable

LOCATION: Paddington Green Campus and other sites as applicable

PURPOSE OF JOB:

* To provide advice, support and guide managers on the full range of standard and complex employee relations and activities and casework with an emphasis on driving down absence management, pro active intervention at an informal level and providing training and support for managers to drive forward a performance management culture.
* To work closely with managers on tracking and maintaining the staffing establishment and effective workforce planning, taking into account the changing curriculum delivery needs.
* The post will cover responsibility for areas of the College as designated by the Senior HRBP

MAIN DUTIES AND RESPONSIBILITIES:

1. To ensure that high standards of service delivery and quality standards are maintained in the areas of disciplinaries, grievances, probation, employment tribunal applications, absence management, Terms and Conditions and Casework.
2. To set up, develop and implement new processes and systems reviewing and improving standard letters, forms and checklists for employee relations and recruitment issues.
3. To use HR data to proactively manage casework, supporting managers to manage sickness absence, probation and performance at an early stage.
4. To draft correspondence, management briefing notes and reports etc. as required by the Head of HR.
5. To work with other teams as appropriate to set up, design and deliver management briefing sessions and HR inductions and management training sessions in areas such as sickness absence, probation and performance.
6. To undertake and to advise on job evaluations and grading reviews as required.
7. To act as HR representative on interview panels and as Assessor on management interviews.
8. To represent the College on HR matters with external organisations as required.
9. To support managers with departmental staffing, meeting regularly to discuss workforce planning and changing skills and training needs, particularly as part of curriculum planning.
10. To be responsible for ensuring that a range of regular and accurate reports are provided to internal and external customers relating to employee relations.
11. To oversee departmental restructures, reorganisations and redundancies.
12. To provide managers with professional, comprehensive advice, support and guidance on the interpretation and application of employment and other relevant legislation, policies and procedures, absence management; competence; disciplinary and grievance etc.
13. To manage casework: -e.g. capability, disciplinary, sickness absence, re-organisation, in line with college procedures and statutory requirements, whilst maintaining effective working relations including meeting with TU representatives.
14. To liaise with the occupational health provider to case manage sickness absence.
15. To provide advice and guidance in the preparation of investigation reports, disciplinary, grievance hearings and to support and advise managers on formal panels and hearings.
16. To build effective working relationships with Trade Union reps leading to effective consultation and negotiation.
17. To assist the Senior HRBP in the development and review of HR policies and procedures; and to make recommendations for the revision of terms and conditions in line with new legislation.
18. To provide advice and guidance to managers and staff on the application and interpretation of the College policies and procedures.
19. To manage specific projects as directed by the Senior HRBP

# D EXPECTATIONS OF THE POST HOLDER

* Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
* Be committed to professional self-development through participation in training as necessary to be successful in the job.
* Conform to College Health and Safety policies and undertake relevant training as required by the college.
* Work flexibly according to work demands.
* Undertake other duties commensurate with the grade of the post, as may be required.
* Ensure that the College policy for equality and diversity is adhered to and promoted in all aspects of the post holder’s work.

NB. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

# E. PERSON SPECIFICATION

**1. Qualifications and Experience**

1. Graduate Membership of the Chartered Institute of Personnel & Development and experience of working in a senior generalist HR role.
2. Experience of establishing and managing HR administrative systems and procedures.
3. Experience of leading on and managing employee relations casework with minimal supervision.
4. Experience of advising senior and line managers on HR policies and procedures
5. Experience of consulting with trade unions or employee representatives, regarding individual casework.

**2. Knowledge and Understanding**

1. Up to date knowledge of employment law.

2. Understanding of equality of opportunity and its application in an HR setting.

3. Knowledge of best practice HR and its application in an education setting.

4. High level IT skills, using Microsoft Office packages.

**3. Skills and Abilities**

1. Excellent organisational skills and the ability to meet operational and strategic deadlines within changing organisational priorities.
2. Ability tointerpret employment legislation and advise line managers of its implications.
3. Ability to formulate and develop policies and write management reports.
4. Ability to communicate clearly and with confidence to a range of audiences orally and in writing.
5. The ability to work under pressure and prioritise own work as well as the work of others.
6. Resilience, knowledge of ones own limitations and ability to seek advice.
* **An Enhanced Disclosure will be requested of the successful candidate.**
* **Disabled candidates meeting the essential criteria are guaranteed an interview.**
* **IMPORTANT NOTE TO APPLICANTS: You should ensure that your Supporting Statement (Section 7 of the application form) addresses each of the points contained in the person specification in turn.**