

# Job Description

**TITLE:** Human Resources Business Partner

**GRADE:** Scale 10

**REPORTS TO:** Group Head of Human Resources

**HOURS:** 35 hours per week

## Purpose of the Role:

To provide a proactive, solutions-focused HR partnering service to designated curriculum and professional service areas. The postholder will work closely with senior leaders and managers to support organisational objectives through effective people management, workforce planning, employee relations, organisational development and the implementation of HR strategies, policies and procedures.

The HR Business Partner will act as a trusted advisor, supporting managers to build high-performing teams, improve employee engagement, manage change effectively, and ensure compliance with employment legislation and education sector requirements.

## Key Responsibilities:

- Manage and respond to employee relations issues; taking responsibility for individual casework, preparing appropriate documentations and represent HR at formal hearings and appeals;
- To assist with change management processes including consultation meetings and preparing redundancy quotations.
- To provide accurate and timely workforce reports to relevant stakeholders
- Support and coach managers through formal and informal processes including disciplinary, capability, absence, grievance and flexible working to ensure consistent and legally compliant outcomes and attend meetings as necessary

- To hold regular HR business meetings with key managers and stakeholders across the college group.
- To monitor sickness absence and advise managers on the sickness absence procedure
- To help managers, manage their establishment in terms of staffing levels and pay, benchmarking against internal and sector norms.
- Assist managers with their recruitment cycle including representing Human Resources at interview panels and advising on the recruitment and selection of staff
- Support the Group Executive Director of Human Resources and Deputy Group Director of Human Resources in liaising with Trade Unions on the implications of pay structures, conditions of service, allowances and pay protection.
- To carry out salary assessments for roles within the College;
- To take part in consultations relating to the implementation of policies, terms and conditions and employee relations;

To help maintaining the single central record;

- To develop and revise HR policies and procedures;
- To work closely with the College's payroll function to ensure the accuracy and timeliness of the payroll;
- To run and analyse HR reports identifying trends and making recommendations to enhance the performance of the College;

To implement and process contractual changes for staff on the HR system (iTrent);

To monitor and process the probation and Performance Development Review cycle;

- To monitor mandatory training compliance and advise managers accordingly so that appropriate action is taken to ensure compliance.

- Provide expert advice and support managers on employment legislation, internal policies and best practice in order to develop their capabilities and skills around people management enabling managers to be able to effectively manage employee performance, conduct and attendance.
- Ensure they have current knowledge of UK employment law and HR best practice and any legislative changes, with the ability to assess their impact on HR policies and procedures;
- To liaise with outside bodies including ACAS, legal advisors and Employment Tribunals where appropriate.

### **In common with other support:**

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, excluding GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional Christmas holiday days granted to staff who have undertaken these open day commitments.

### **In common with all other Staff:**

- To support and deliver the College values and Strategic Intent.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff.
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.

- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.
- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.

### **Additional Information:**

#### **Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

#### **Criminal Convictions, DBS & Ongoing Disclosure**

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

#### **Equality, Diversity & Inclusion**

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

#### **Review of Job Description**

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

### **Person Specification**

- Chartered member of CIPD or Graduate member working towards Chartered status;(E)

- Up to date knowledge and understanding of Human Resources best practice and a thorough understanding of the practical implementation of employment law;(E)
- Experience of working within a Human Resources function, delivering full HR lifecycle advice and administration; (E)
- Experience of working in close collaboration with internal and external stakeholders to plan and resolve recruitment and HR issues; (E)
- Knowledge and understanding of key Human Resources processes e.g. payroll, HR information systems and recruitment and selection; (E)
- Experience of developing and implementing HR policies and procedures; (E)
- Experience of working within a FE or educational environment;(D)
- Ability to work collaboratively with senior and middle managers; (E)
- Ability to manage projects;(E)
- Excellent interpersonal and communication skills with the ability to effectively form successful working relationships; (E)
- Ability to manage conflicting priorities and a demanding workload with the flexibility to quickly adapt and respond to changing operational needs; (E)
- Experience of and skills in the use of Human Resources Systems and a range of IT software packages; (E)
- An understanding of and commitment to Equality, Diversity and Inclusion and practical ideas for implementation within the scope of the post;(E)
- Understanding of safeguarding issues relevant to this post; (E)

E: Essential      D: Desirable