

Head of HR Partnering

Job Ref: REQ190064

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management and Specialist Grade 8

Job Purpose

The role will lead the HR Partner team and the HROD Services team, ensuring that both teams are appropriately resourced, developed and motivated to deliver high level support and excellent service to the University.

The role will also be responsible for leading elements of the University's People Strategy and deputising/cover for other members of the HR senior leadership team, including the Director and Deputy Director if business needs require.

Job Duties

- Manage the HR Partner team and the HROD Services team, ensuring resources are appropriately allocated and colleagues are developed and motivated appropriately
- Provide advice and guidance on complex employee relations issues and to act as an escalation point
- Liaise with ACAS, solicitors etc regarding employment tribunal cases
- Support senior leaders in dealing with employee relations issues
- Oversee change management programmes across campus
- Liaise and negotiate with trade union representatives on individual and collective employment issues
- Oversee recruitment and selection practices, working in close collaboration with the Strategic Recruitment and Projects Manager to review and enhance the candidate experience
- Maintain oversight of HROD policies and procedures ensuring that they are fit for purpose and legally compliant
- Oversee procured HR support services including line managing seconded staff

- Be responsible for the coordination and organisation of staff training and development events run by the department working closely with the Strategic Lead for Academic, Professional and Organisational Development
- Working closely with other members of the HROD Senior Leadership Team in ensuring the department adds value to the organisation
- Manage HR operational budgets
- Lead on strategic projects to support the delivery of the People Strategy
- Lead on staff safeguarding including overseeing and recommending safer working practices and procedures, allegations against staff and liaising with relevant external agencies such as the police, social care and local authority safeguarding officers, DBS compliancy and self-audit returns

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Deputy Director of Human Resources and Organisational Development.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial experience at a management level of working in a Human Resources department and of advising managers on complex HR issues	1, 2, 3
	Significant experience of managing a large and diverse team	1, 3
	Experience of operational delivery and providing customer service	1, 3
	Experience of leading organisation wide initiatives	1, 3
	Experience of working with and negotiating with trade unions	1, 2, 3
	Working knowledge of safeguarding and DBS compliance	1, 3
Skills and abilities	Ability to work under pressure and on own initiative to meet deadlines	1, 3
	Excellent organisational skills to manage a large and varied workload	1, 3
	Up to date and comprehensive knowledge of employment law	1, 2, 3
	Ability to communicate effectively with people in all parts of the organisation and build strong relationships quickly	1, 2, 3
	Ability to think at a strategic level as well as operationally	1, 2, 3
	Strong coaching and influencing skills	1, 2, 3
	Ability to manage conflict in the workplace	1, 2, 3
	Diplomacy and tact with a high level of emotional intelligence and self awareness	1, 2, 3
Training	Commitment to continuing professional development	1
Qualifications	Degree or equivalent experience	1
	MCIPD	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in HR in higher education	1, 3
Qualifications	Postgraduate qualification	3
	FCIPD	3
	Professional qualification in Coaching and or Mediation in the workplace	1, 3

Conditions of Service

The position is full time and open-ended. Salary will be on Management and Specialist, Grade 8, £51,630-£58,089 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Anne Lamb, Deputy Director of Human Resources and Organisational Development by email at A.E.P.Lamb@lboro.ac.uk or by telephone on 01509 222168.

Applications

The closing date for receipt of applications is **8th February 2019**. Interviews will be held on **25th February 2019**.