

Human Resources Partner

Job Ref: REQ210913

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

The Department comprises the areas of Human Resources, Organisational Development, Health and Safety and Chaplaincy which together are responsible for the implementation of the People and Organisational Development Strategy and agenda.

Job Description

Job Grade: Management and Specialist - Grade 7

Job Purpose

Support the delivery of the People and Organisational Development Strategy and the University's strategic framework, goals and operational plans.

Provide proactive, high quality strategic and operational HR support to designated areas, aligning the University's vision and its people, and supporting portfolio areas in the formulation and implementation of local strategies and plans.

Responsible for a portfolio of projects within People and Organisational Development and across the University.

Job Duties

- Work collaboratively with colleagues in People and Organisational Development and the wider University, to deliver a high-quality HR service aligned to organisational requirements that drives up the standard of people management and delivers the People and Organisational Development Strategy.
- Lead and manage a small team to support the delivery of the HR Partnering agenda, ensuring best practice and excellence in customer service.
- Work with designated areas to ensure that their strategy, practice and plans reflect and positively support the University's people agenda and the implementation of the People and Organisational Development Strategy.
- Role model inclusive HR practice in all aspects of work, proactively supporting the delivery of the EDI strategy across the University.
- Work with designated areas to interpret, articulate and deliver workforce requirements for the short, medium and longer term. Deliver high-quality HR diagnostics, interventions and solutions to meet workforce needs.
- Provide expert HR advice and guidance on the development of effective and risk-assessed business cases for change and on shaping and implementing organisational change.
- Build the capability of leaders and managers through coaching and appropriate interventions to consistently raise the bar on performance. Provide HR advice and guidance on managing performance, including the recognition of high performing staff as well as working with portfolio areas on underperformance.
- Lead or support the development of training courses and workshops as appropriate and deliver these to a range of staff, including senior management.
- Manage HR business processes such as probation, promotions, reward and recruitment.
- Provide guidance and support for annual business processes (e.g. committee servicing) and major exercises such as REF and TEF, advising designated areas in their decision-making.

- Provide expert support and guidance and, where appropriate, coach senior leaders and managers on HR issues and developments relevant to their areas (e.g. policy, practice, legal developments) ensuring an effective level of people management practice in portfolio areas.
- Provide expert guidance and support in relation to complex employee relations matters including casework, TUPE transfers, changes to terms and conditions, reorganisation and restructures, conflict resolution and mediation.
- Liaise and negotiate with trade union representatives, in connection with individual and collective employment issues.
- Promote and work with designated areas to embed the University's equality, diversity and inclusion agenda and deliver coaching where required to meet these needs.
- Lead and / or support projects or initiatives to deliver the University's People and Organisational Development Strategy and wider University agenda.
- Draft and develop policies, strategies, procedures and processes for the University, on a range of non-standard issues.
- Maintain own professional development, ensuring an up-to-date knowledge of employment legislation and best HR practice.
- Undertake any other duties which could reasonably be considered to fall within the purview of the role.
- Role-model the University values and behaviours.

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.

Organisational Responsibility

Reports to the Head of HR Partnering

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 and knowledge	Strong generalist HR experience, including change, performance management organisational development and employee relations, in a complex, highly matrixed and ambiguous organisation.	1,2,3
	Experience of providing effective coaching and mediation within the workplace.	1,2,3
	Understanding of and commitment to equality, diversity and inclusion. Experience of implementing and embedding an EDI agenda.	1,2,3
	Strong knowledge of the principles, theory and practice of HR.	1,2,3
	Strong knowledge of employment legislation and its practical application across the HR spectrum.	1,2,3
	Strong operational understanding of people management issues.	1,2,3
	Evidence of CPD (Continuing Professional Development).	1,3
Skills and abilities	Robust nature with the ability to work independently and on own initiative.	1,2,3
	High levels of personal communication (written and verbal) and able to provide examples of successful influencing of and negotiation with others in a business environment.	1,2,3
	Highly organised and able to manage high volume and competing demands and work strategically in parallel with executing operational excellence.	1,2,3
	Ability to professionally challenge and influence staff and senior managers.	1,2,3
	Collaborative approach. Ability to build positive relationships and quickly gain the trust and confidence of colleagues and key stakeholders.	1,2,3
	Able to operate with independent professional discretion and demonstrate significant degree of judgement.	1,2,3
	Commercial outlook. Ability to adopt a pragmatic and risk-based approach to practice, reflecting the commercial approach of the organisation.	1,2,3
	Strong diagnostic skills and equally comfortable with the interpretation of numerical and non-numerical data. Ability to oversee and maintain information security and confidentiality.	1,2,3
	Competent in Microsoft applications including: <ul style="list-style-type: none"> ▪ Word; ▪ PowerPoint ▪ Excel ▪ Outlook and use of HR systems.	1,2,3

Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
Qualifications	Chartered Membership of CIPD.	1
	Degree qualified or equivalent.	1
Other	The post holder may be required to work outside of normal office hours if necessitated by the exigencies of the service.	1, 3
	All duties must be carried out in accordance with relevant Health and Safety legislation and University policies/procedures.	3
	Commitment to observing the University's Equal Opportunities policy at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Project management experience.	1,2,3
	Professional Coaching and or Mediation Accreditation.	1,3
Qualifications	Postgraduate qualification in a relevant area (HR, business administration, change management, coaching, Organisation Development).	1

Conditions of Service

The position is full time and open ended. Salary will be on Management and Specialist job family, grade 7 per annum, £42,149 - £50,296, 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/>

Applications

The closing date for receipt of applications is **4th October 2021**. Interviews will be held on **14th October 2021**.