

Human Resources Business Partner

Job Ref: REQ240753

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Department of Human Resources is a key professional service within the University. We support the University's mission by delivering a high quality, progressive, equitable and inclusive employment experience, working closely with leaders in the organisation. Our vision is for the University to be a diverse and inspiring place to work that enables people to be themselves and perform at the highest levels in support of the University's ambitions. The Department comprises the following teams:

- HR Partnering
- HR Services
- HR Systems and Data
- Recruitment and Resourcing
- Payroll Services
- Reward and Benefits

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

Support the Senior HR Business Partner in delivering a high quality, strategically driven HR partnership with schools and services in the University

Contribute to delivering a high quality, progressive, equitable and inclusive employment experience for all staff in support of the University's mission

Job Duties

- Oversee all employee relations case work in areas of responsibility with escalation to the Senior HR Business Partner as appropriate
- Service University Committees, e.g. Academic Promotion and Reward
- Support the Senior HR Business Partner in providing an efficient and solution focused strategic partnership with schools and services that contributes to the University's high performance and success levels
- Coach and support managers in dealing with complex HR issues including but not limited to employee relations cases and to help improve business efficiency

- Lead on organisational restructures within schools and services
- Use workforce data to prepare reports to advise managers about people matters co-ordinating with the HR data team as required
- Co-ordinate activity for schools and services with specialist teams across the HR Department to provide expertise in areas such as succession planning, OD and resourcing.
- Support the creation and review of HR policies, procedures and guidance
- Proactively support the effective and constructive resolution of disputes
- Proactively support approaches to wellbeing liaising with specialist teams as overseen by the Senior HRBP
- Support the University's response to Employment Tribunals
- Undertake project work as delegated by the line manager including leading on some project initiatives
- Ensure that all activities have equity, diversity and inclusion embedded in them
- Maintain confidentiality in relation to people matters and information management complying with GDPR
- Support and deliver people related training initiatives
- Work collaboratively with other teams in HR to deliver a seamless and high quality service to stakeholders
- Any other reasonable duties assigned by the Director of HR

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 Senior HR Business Partner.

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	Experience of working in an HR team in a large, complex organisation	1,3
	Experience of dealing with complex HR issues including employee relations casework	1,2,3
	Experience of working with stakeholders to understand their needs	1,2,3
	Experience of managing change initiatives	1,3
	Experience of delivering training	1
	Experience of maintaining confidentiality and compliance with GDPR	1,3
Skills and abilities	An understanding of how HR can contribute to creating a high quality, progressive and inclusive employment experience	1,2,3
	Proven ability to work on own initiative and meet project deliverables	1,2,3
	Proven ability to work collaboratively with colleagues in HR to achieve the best outcomes	1,2,3
	Meticulous attention to detail	1,2,3
	Proven ability to prioritise task and work under pressure to meet deadlines	1,2,3
	Strong interpersonal skills to be able to build relationships with a range of stakeholders and influence them to deliver the project requirements	1,3
	Strong analytical skills to be able to understand, analyse and report on data sets	1,2,3
	Up to date knowledge of employment law	1,3
	Commitment to equity, diversity and inclusion	1,3
	Training	
Qualifications	Degree level education or equivalent experience	1
	CIPD Level 7	1
Other		

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in higher education	1
Skills and abilities	Experience of mediation and or coaching	1
Qualifications	Chartered member of the CIPD	1

Conditions of Service

The position is PART TIME (0.8 FTE) and FIXED TERM maternity cover. The University recognises the value of a fulfilling and balanced work and personal life which promotes wellbeing. We seek to support colleagues in achieving this balance and have [family-friendly policies](#), flexible working arrangements and many roles can be suitable for dynamic working arrangement. This includes considering applications to work on a part-time, flexible and job share basis wherever possible.

Salary will be on Management and Specialist grade 6 from £33,966 to £44,263 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/az/childcare-information---page.html>)

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/>