

Senior Human Resources Business Partner

Job Ref: REQ260724

School/Department summary:

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:

- Employee Relations
- HR Business Partnering
- HR Services
- HR Systems and Data
- Recruitment and Resourcing
- Payroll Services

Job Description

Job Family and Grade: Management and Specialist Grade 7

Job Purpose

Work as a member of the senior HR leadership team to deliver a high quality, progressive, equitable and inclusive employment experience in support of the University's mission.

Deliver a high quality, strategically focused HR Partnership with schools and services in the University, enabling the delivery of our People and Culture Strategy.

Job Duties

- Provide strategic advice to enable the rollout of and embed People and Culture initiatives across the organisation
- Deliver an efficient and solution focused strategic partnership with schools and services that contributes to the University's high performance and success level
- Work in partnership with Schools and Services to develop robust workforce and succession plans
- Work with schools and services as a strategic partner in shaping and delivering their long-term people ambitions
- Work with schools and services to understand their HR and operational challenges and lead the development and delivery of innovative HR solutions which support the employee experience and retention of staff
- Provide strategic advice and support in relation to organisational design in schools and services

- Provide innovative and bespoke coaching specific to people related matters to the schools and services' leadership teams
- Work collaboratively with other parts of the HR team to develop and deliver innovative HR solutions
- Review insights from employee relations matters working in close partnership with the Employee Relations team to understand trends that could inform proactive remedial interventions
- Maintain oversight of people policies and practices ensuring they are fit for purpose and are legally compliant
- Support the delivery and understanding of HR data metrics to support the delivery of the People and Culture Strategy within schools and services
- Ensure that all activities of the HR Business Partnering team have equity, diversity and inclusion embedded in them including providing strategic advice on equality impact assessments
- Shape and influence the approaches to communication about people matters within schools and services to support an inclusive and progressive employee experience
- Maintain confidentiality in relation to people matters and information management complying with GDPR
- Undertake and lead project work as delegated by the line manager
- Provide strong and consistent leadership to the HR department
- Line management of team members as required
- Any other reasonable duties as 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 outlined in the document.

Organisational Responsibility

Reports to the: Director of Human Resources

Direct Reports: Line management of team members as required

Budget Responsibilities: N/A

Structure Chart: [HR - Meet the team | Human Resources | Loughborough University](#)

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
 2 – Criteria measured at Test/Assessment Centre/Presentation
 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Substantial experience of working in an HR department in a large, complex organisation	1,3
	Experience of working in partnership with leaders, managers and trade unions	1,3
	Experience of advising managers on complex HR issues, risks, priorities and balancing organisational risk	1,2,3
	Experience of overseeing the management of complex employee relations cases	1,2,3
	Experience of maintaining confidentiality and compliance with GDPR	1,3
	Experience of managing organisational design and change	1,2,3
Skills and abilities	Proven ability to work independently and on own initiative demonstrating a proactive approach to impact leadership teams	1,3
	Ability to work as a member of the senior HR leadership team to provide a high-level service to the University	1,3
	Excellent organisational skills to manage a large and varied portfolio of schools and services	1,2,3
	Up to date knowledge of employment law	1,2,3
	Proven ability to communicate effectively with people in all parts of the organisation and build strong relationships	1,2,3
	Strong coaching and influencing skills	1,2,3
	Commitment to equity, diversity and inclusion	1,2,3
	Commitment to enhancing the employment experience for all staff	1,2,3
	Commercial outlook with ability to demonstrate successful risk-based outcomes in complex situations	1,3
Qualifications	Degree level education or equivalent experience	1
	Chartered member of CIPD	1
Other	Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression.	1,3

Desirable Criteria:

Area	Criteria	Stage
Experience	Project Management delivery	1
	Previous experience of working in higher education	1
Skills and abilities		
Qualifications	Post Graduate qualification in HR, Business Management, Change Management or consultancy	1
	Professional coaching or mediation accreditation	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher

Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.