

HR Services

Job Description

Job Title:	HR Business Partner
Grade:	6
Job Family:	Administrative
Work Base:	Chelmsford
Hours of Work:	Full time
Responsible to:	Head of HR Business Partnering
Responsible for:	No direct line management responsibility (but see Point 11 below)
Relationships and Contacts:	Senior Management Colleagues Trade unions External organisations, bod Other universities
Job Purpose:	To make a professional contribution to the development and delivery of a proactive, effective, high quality, strategic HR service, in line with our People Strategy.

Principal Accountabilities:

1. Working as a business partner, provide an internal consultancy service to a portfolio of client groups (Faculties and Professional Services), supporting them in meeting their objectives and suggesting innovation solutions to people management challenges. Collate and utilise data to identify trends and opportunities to develop and improve people management, development and recruitment practices.
2. Develop and maintain effective partnership working with key managers, attending meetings and networking as appropriate.
3. Advise managers and staff on matters concerning employment legislation and terms and conditions of employment; and resolve problems of interpretation and application.
4. Support managers in implementing and managing organisational change and provide pro-active coaching and support to assist them. Ensure that

changes are well planned and achieve the required outcomes.

5. Manage and undertake case work relating to staff discipline, grievance, redundancy, ill-health, redeployment, premature retirement and other HR matters, in accordance with employment legislation, our policies and procedures and good practice.
6. Work with line managers to ensure the effective performance management of staff including overseeing probationary processes for new starters from client group. Provide advice, as necessary, and guidance when dealing with complex cases.
7. Devise, review and implement agreed areas of HR policy, procedure and practice, in consultation with appropriate others.
8. Lead and/or participate in HR and other university-wide projects, ensuring that the objectives and timescales of the projects are met.
9. Liaise constructively with recognised trade unions on employee relations matters. This may include, where appropriate, co-ordinating documentation for joint consultation and negotiation purposes, minuting joint meetings and ensuring implementation of agreed action.
10. Undertake grading reviews utilising job evaluation methodology.
11. From time to time, directly or indirectly manage staff in relation to particular activities or projects.
12. Promote best practice in HR Management and work with managers to ensure the consistent application of HR policy and procedure throughout our University.
13. Represent HR Services and/or our University as required.
14. Work with senior HR colleagues to ensure that customers receive appropriate support, which consistently meets or exceeds service levels.
15. Maintain and develop personal and professional competencies in accordance with job requirements; and contribute to CPD for HR colleagues.
16. Participate in the delivery of staff development events, including welcome events and management briefings.
17. Comply with Data Protection requirements in all working practices and maintain confidentiality as necessary. Prepare or contribute to responses to Freedom of Information requests as necessary.

18. Fulfil equality and diversity, and Health and Safety responsibilities appropriate to the role.
19. Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

The following duty may be allocated on a rotating basis:

20. Act as a health and safety co-ordinator for HR Services.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which are commensurate with your grade, after consultation with you.

October 2021

HR Services
HR Business Partner
Person Specification



ESSENTIAL	DESIRABLE
ACADEMIC / PROFESSIONAL QUALIFICATIONS <ul style="list-style-type: none"> Degree or Professional HR qualification (PG Dip or equivalent) Chartered MCIPD 	<ul style="list-style-type: none"> Higher Degree
EXPERIENCE <ul style="list-style-type: none"> Knowledge and experience within a responsible HR post, working with managers and staff at all levels, in a busy unionised environment Active involvement in the development and implementation of policies and procedures Project work including research and preparing high quality professional reports Supporting cultural change initiatives Experience of working in a customer-focussed environment 	<ul style="list-style-type: none"> HR Experience in Higher Education/Further Education (HE/FE) public sector organisation Experience of providing an HR service for medical staff in the NHS or clinical academics in Higher Education Working in a large, complex organisation Job analysis/job evaluation

<p>KNOWLEDGE/SKILLS</p> <ul style="list-style-type: none"> • Sound working knowledge of current UK and EU employment law • Sound working knowledge of good practice in people management • Able to build excellent working relationships quickly • Able to influence and coach at all levels • Excellent interpersonal skills • Able to multi-task and prioritise effectively 	<ul style="list-style-type: none"> • Presentation skills
<p>PERSONAL QUALITIES/ DISPOSITION</p> <ul style="list-style-type: none"> • Forward thinking with the ability to challenge and suggest innovative solutions • Team player • Enthusiastic and self-motivated • Resilient and calm under pressure 	
<p>OTHER</p> <ul style="list-style-type: none"> • Committed to inclusion • Commitment to own continuous personal and professional development including gaining a higher degree • Able to travel, as required by the job • Committed to equality and diversity • Committed to our Health and Safety policies and procedures • Compliance to Data Protection Act 2018 and GDPR principles/ requirements 	