

**University of  
Northampton**

# **HR Business Partner**

## **Job Description**



# **Job Title: HR Business Partner**

## **Grade: 8**

### **Responsible to: Director of HR**

## **Overall Purpose**

To work in partnership with Senior Management teams in Faculties and Professional Services to understand the business of the designated area and subsequently provide challenge and support for value-added and strategic HR interventions. The purpose is to enable the achievement of HR and organisational objectives and influence improvements across the individual areas, the institution, and the HR service.

The HR Business Partners work collaboratively together, as well as with the HR Advisors and HR Assistants as one overall Business Partnering team to lead and support cross institutional projects and initiatives, whilst delivering a customer focused, consistent and high-quality service for the University.

## **Core People Management Duties & Responsibilities**

- Manage performance and behaviour (including the PDR and the Probation period) of team on an ongoing basis
- Monitor leave and absence of the team on an ongoing basis. Approve annual leave requests, manage poor attendance and support staff with ongoing ill health issues
- Monitor and approve development opportunities to meet changing needs of the University and personal development
- Communicate effectively at all levels, ensuring relevant information is cascaded to the team and allow for two way communication including team meetings and 1-2-1's
- Foster wellbeing of team members ensuring maintenance of work life balance, adherence to Working Time Regulations and providing opportunities for staff to raise issues e.g. through regular 1-2-1 meetings
- Plan resources to ensure adequate coverage to meet the needs of the service whilst recognising employee wellbeing
- Undertake all aspects of recruitment in accordance with University policy and procedure, for both within the team and supporting other departments and faculties across the University
- Undertake investigations and undertake role of hearing manager in cases of disciplinary and grievance for employees across the University in line with University Policy and procedures

## **Principal Duties and Responsibilities**

- Provide a professional, confidential, and expert HR service to dedicated Faculties and Professional Services, ensuring consistency of advice and a proactive approach to all HR support and

interventions, ensuring compliance with employment legislation, HR policy, strategic objectives and faculty and departmental plans

- Work in partnership with Senior Management teams to develop strategic and operational plans by challenging and anticipating changes that implicate wider organisational activity
- Work in partnership with Faculties and Professional Services to support the effective management, recruitment, development, and motivation of staff, and enhance job performance by delivering innovative people management solutions to improve business effectiveness and facilitate effective change
- Develop excellent, credible, and professional working relationships with key stakeholders including Governors and external partners, local trade unions and staff representative bodies as required, ensuring a partnership approach is taken to help engender a positive and collaborative working relationship
- Represent HR in both institutional and external meetings
- As a member of the HR Executive Team, develop and deliver HR ambitions ensuring a direct 'line of sight' between HR's strategic objectives and the overarching University's Strategic Plan, as well as the annual strategic plans of the faculties and professional service departments
- Lead on cross institutional projects and strategic themes. e.g. employee engagement, equality and wellbeing, ensuring continual progress and improvement against agreed KPIS
- Influence decisions on organisational change and take an active role in compiling business cases for change
- Negotiate contracts with external suppliers and manage the ongoing relationship with them including monitoring the adherence to SLA's
- Lead a team of HR Advisors and Assistants, ensuring consistency in advice and processes, collaboration, and teamwork both vertically in dedicated teams and across job level, and developing a supportive and efficient Business Partnering team
- Work in collaboration with the HR Advisor and the HR Assistant to understand resourcing requirements in dedicated Faculties and Professional Services and advise on the appropriate recruitment and selection methods, in line with a best practice approach
- Lead on complex employee relations cases or those that have moved to Appeal level, providing timely and legislatively appropriate advice and support to managers to reduce risk to the University
- Work with the University solicitors to prepare for Employment Tribunals, engaging in settlement negotiations where appropriate and acting as University representative for legal proceedings
- Proactively capture and track all advice provided to ensure effective and consistent approach to case management across the University, in line with up-to-date employment legislation and relevant case law
- Research, review and design HR policies, procedures, guidance, and toolkits to ensure legal compliance, fit for the University's needs, in line with best practice, and which delivers optimum HR process efficiency ensuring Equality Impact Assessments are completed for new policies, procedures decision or activities affecting employees

- Liaise with the Management Information Team to construct meaningful data and HR statistics to inform and underpin advice provided to senior managers in relation to both forecasting and strategic direction, and operational KPI's such as turnover, retention, sick absence, vacancy rates, diversity profiles, etc
- Execute job evaluation in accordance with the University's job evaluation system ensuring that a systematic and consistent approach is adopted
- Oversee the implementation and maintenance of processes carried out by HR Advisors and HR Assistants for obtaining staff visas and evidence of eligibility to work in the UK, ensuring the University is fully compliant with UKVI requirements and that our procedures are continuously reviewed and updated accordingly, and that regular audits of relevant HR files are carried out
- Coach, mentor, and train managers where appropriate to develop relevant competencies and management skills to enable them to fulfil the people management aspect of their role to a high standard
- Work with the Staff Development team in the formulation and delivery of staff development modules and learning and development programmes aligned to the strategic objectives of each faculty and professional service
- Maintain knowledge of the General Data Protection Regulations (GDPR) and undertake all activities required under the legislation to ensure compliance including GDPR audits and Privacy Impact Assessments
- Provide support in the absence of the Director of HR, and work closely and proactively with all members of the HR Business Partnering Team to provide cover in their absence, to ensure a collective responsibility towards the provision of a professional, customer focused service to the University
- Maintain an up-to-date professional knowledge of employee legislation, case law, and best practice, forecasting the impact of upcoming trends and changes and acting accordingly to address
- Identify and take responsibility for own development needs as required, including an overall approach to life-long learning in line with CIPD guidance
- Adopt a customer focused approach to all activities to ensure that HR interventions promote the University's Strategic Plan and its commitment to being an employer of choice

## **Generic Duties and Responsibilities**

- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Director of HR
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder

# Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
----------	-----------------------	--------------------

## Qualifications

1	CIPD Level 7 qualification or equivalent experience	Essential	Application
2	A degree or equivalent experience	Desirable	Application
3	Evidence and commitment to continuing professional development	Essential	Application

## Skills, Knowledge and Experience

4	Significant experience within a HR function; demonstrating application of own HR intervention to resolve people management issues with a customer focussed approach	Essential	Application Interview
5	Experience of effectively advising senior managers and directors on HR issues, to meet their objectives	Essential	Application Interview
6	Experience of leading and advising on effective change management	Essential	Application Interview
7	Up to date experience and knowledge of Asylum & Immigration employer responsibilities, including understanding of requirements for visa applications and sponsorships	Essential	Application Interview
8	Experience of constructively working with trade unions and/or staff representatives	Essential	Application Interview
9	Experience of successfully delivering training and presentations	Desirable	Application Presentation
10	Experience of developing and managing individuals	Desirable	Application
11	Demonstrate an understanding of and ability to effectively construct and apply HR policies and procedures	Essential	Application
12	HE Sector experience or Public Sector experience	Desirable	Application
13	Excellent interpersonal skills being able to form positive working relationships at all levels	Essential	Interview
14	Excellent organisational and prioritising skills; ability to work under pressure and meet deadlines	Essential	Application Interview

15	Experience of effectively leading and implementing HR related projects and initiatives	Essential	Interview Presentation
16	Ability to communicate effectively, in writing and verbally, on a one-to-one basis, and with groups	Essential	Application Presentation
17	Able to delegate, motivate and work through teams to meet objectives	Essential	Interview
18	Up to date understanding of employment legislation	Essential	Interview
19	Ability to identify and undertake challenging conversations appropriately	Essential	Interview

### **Personal Qualities**

20	Ability to adapt to organisational change	Desirable	Interview
21	Ability to adapt to technological advances in the workplace	Desirable	Interview
22	Persuasion and negotiation skills	Desirable	Interview