

Job Description

Position:	HR Business Partner
Academic School/Service:	Human Resources
Reference:	HR-009/P
Grade:	Grade 7 (£40,521 to £46,974)
Status:	Permeant
Hours:	Full time or part time considered (one day hybrid working available)
Reporting to:	Chief People Officer

Main Function of the Position:

- Act as a source of professional expertise in relation to all HR related matters and ensure line managers are equipped to effectively manage their employees in a fair and appropriate way, through the provision of sound and professional advice, support and guidance on a wide range of people management issues.
- Have dedicated Business Partner responsibilities for a diverse portfolio of academic and professional service departments. This may include subsidiaries within the University of Bolton Group.
- Act as 'Subject Area Specialist' for allocated University wide activity in HR (e.g. academic processes and/or Job Evaluation)
- Working as part of a small team contribute actively to building the reputation of the HR Department in the University ensuring it meets quality standards for service delivery to customers in line with Customer Service Excellence (CSE).
- Work collaboratively with and support colleagues on university wide priorities / initiatives outside own specific area of work in support of the University Strategic Plan (to include but not limited to open days, clearing and other corporate priorities)

Principal Duties and Responsibilities:

1. Support the Chief People Officer to drive the HR agenda and in the delivery of a high-performing customer-focused HR service across the University of Bolton Group.
2. Provide expert advice to line managers and oversee complex employee relations casework; including providing advice, guidance and coaching to line managers in relation to performance management, sickness, redundancy, discipline and grievance to minimise the risk of employee tribunals and ensure fairness and consistency.

3. Gain an understanding of the key business challenges, performance metrics and business plans of each department - supporting planning and creating HR service agreements / plans to support local needs, as required.
4. Contribute to, and develop HR policies and procedures.
5. Proactively advise and provide effective recommendations to managers regarding organisational structures and staffing metrics/KPIs.
6. As Subject Area Specialist work with colleagues internal and external to the team to initiate, develop, implement and oversee relevant projects / initiatives / activity.
7. Oversee disciplinary, grievance and employment tribunal matters.
8. Provide advice on resourcing matters and oversee recruitment and selection campaigns
9. Advise and coach managers in the application and implementation of projects.
10. Advise managers on HR policy and procedures to ensure legislative requirements are met and good people management practice followed.
11. Develop and deliver briefing / training on a range of people management policies, procedures and processes.
12. Ensure management information is produced, interpreted and utilised to best effect in order to inform line managers.
13. Provide HR support to other areas of the University of Bolton Group as required by the Chief People Officer.
14. Ensure compliance and promotion of statutory and corporate legislation and best practise and ensure continuous professional development aligned to the University's strategic priorities.
15. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: HR Business Partner		Reference: HR-009/P	
School/Service: Human Resources		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	Degree or equivalent qualification	1	CV/Documentation
1 b)	Chartered Member of CIPD or equivalent professional body/relevant experience	1	CV/Documentation
1 c)	Masters level qualification in HR or equivalent	2	CV/Documentation
2 Skills / Knowledge			
2 a)	Credible knowledge and application of current employment law and understanding of latest thinking in HR	1	CV/Interview
2 b)	Able to work effectively in a group or team at different levels within an organisation	1	CV/Interview
2 c)	Excellent customer relationship/partnering skills, and excellent verbal and written communication skills	1	CV/Interview /Presentation
2 d)	Able to coach line managers in good people management practice	1	CV/Interview
2 e)	Operational knowledge and application of employee relations procedures, processes and practices	1	CV/Interview
2 f)	Able to prioritise and effectively deliver in a high pressure and constantly evolving environment	1	CV/Interview
2 g)	Able to coach and line manage others	1	CV/Interview
2 h)	High level of proficiency in the application of IT systems (to include MS suite of packages) and capable of utilising IT with respect to the requirements of the role	1	CV/Interview
2 i)	Knowledge of integrated HR and Payroll computerised systems (e.g. iTrent)	2	CV/Interview
2 j)	Able to advise, guide and develop managers and employees across a range of HR issues	1	CV/Interview
2 k)	Understanding of project management practices and methodology	2	CV/Interview
3 Experience			
3 a)	Credible experience in the development, implementation, and monitoring of HR policies, processes and procedures	1	CV/Interview
3 b)	Experience in dealing with disciplinary, grievance and redundancy cases	1	CV/Interview
3 c)	Experience of involvement in change management initiatives	1	CV/Interview
3 d)	Experience of preparing and presenting reports and management information to inform decision making	1	CV/Interview
3 e)	Experience of working in a higher education institution	2	CV/Interview
3 g)	Experience of job evaluation processes (ideally HERA)	1	CV/Interview

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Criteria			
3 Experience			
3 f)	Experience of initiating, developing and implementing successful organisational and employee development projects/initiatives (including but not limited to IIP, management development initiatives and mentoring)	1	CV/Interview
4 Personal Qualities			
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Efficient and well organised; capable of working under pressure to a tight deadline and an ability to prioritise.	1	Interview
4 d)	Able to work co-operatively and sensitively with colleagues and develop effective internal and external networks.	1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role and be pragmatic in approaches as required.	1	Interview
4 f)	Able to network effectively with external organisations	1	Interview
5 Other			
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Working knowledge of and commitment to the principles of and the compliance requirements relating to the Data Protection Act, Freedom of Information Act, Bribery Act, Prevent, UK Visas and Immigration and equal opportunities and diversity	1	Interview
5 c)	Maintain an awareness of developments in HR and share functional expertise, as appropriate.	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required