

Job Description

Position:	HR Business Partner
Academic School/Service:	Human Resources
Reference:	HR-042/P
Grade:	Grade 7
Status:	Fixed Term (12 months)
Hours:	Full time or part time considered (one day hybrid working available)
Reporting to:	Interim Head of HR & Culture

Job Purpose:

To play a key strategic role in supporting the delivery of the university's people strategy. Working closely with academic and professional services leaders, providing expert HR advice and support to enable high performance, engagement, and organisational effectiveness across designated faculties and departments. Role model effective, authentic behaviour in line with university values.

Main Function of the Position:

- Partner with senior leaders to deliver strategic HR support as a source of professional expertise in relation to all HR related matters, ensuring that 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
- Lead and support organisational change initiatives (e.g., restructures, workforce planning), ensuring alignment with employment legislation and university values
- Act as 'Subject Matter Expert' for allocated University wide activity in HR (e.g. academic processes; employee relations; and / or Job Evaluation)
- Working as part of a small HR team, and contribute actively to building the reputation of the HR Department in the University ensuring it meets quality standards for service delivery
- Work collaboratively with and support colleagues on university wide priorities / initiatives outside own specific area of work (to include but not limited to open days; graduation; clearing; and other corporate priorities)

Principal Duties and Responsibilities:

1. Support the Interim Head of HR & Culture to drive and embed the HR agenda and in the delivery of a high-performing customer-focused HR service across the University
2. Provide expert advice to line managers and oversee complex employee relations casework where circumstances may require a unique / pragmatic approach; including providing guidance and coaching to line managers in relation to performance management; sickness; redundancy; discipline; and grievance in order to minimise organisational risk; and support positive outcomes ensuring fairness and consistency
3. Gain an understanding of the key business challenges, performance metrics and business plans of each department, devising and delivering HR initiatives to support local needs, as required
4. Contribute to, and develop HR policies and procedures advising managers on their interpretation and consistent application to ensure legislative requirements are met and good people management practice is followed
5. Proactively advise and provide effective recommendations to managers regarding organisational structures and design
6. Use HR data and analytics to produce management information, and provide to Heads of areas, and others, to inform decision making and drive effective activity and interventions (e.g. absence; performance management)
7. Champion Equality Diversity and Inclusion (ED&I) initiatives within allocated business areas, supporting inclusive recruitment, development, and retention practices, and calling out / holding areas to account on ED&I
8. Attend regular formal trade union meetings in order to advise on relevant matters and to support organisational communications to workplace Trade Union representatives
9. Work in partnership with trade union colleagues where required for example in delivering organisational change initiatives; seeking resolution to employee relations matters etc
10. Develop and deliver briefing / training on a range of people management policies, procedures and processes
11. Provide HR support to other areas of the University of Bolton Group as required
12. 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.
13. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
14. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

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.

Person Specification

Position: HR Business Partner		Reference: HR-042/P	
School/Service: Human Resources		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	Degree or equivalent qualification	Priority 1	CV/Documentation
1 b)	Chartered Member of CIPD or equivalent professional body/relevant experience (equivalent to CIPD Level 7)	Priority 1	CV/Documentation
1 c)	Masters level qualification in HR or equivalent	Priority 2	CV/Documentation
2 Skills / Knowledge			
2 a)	Strong knowledge and application of current employment law and understanding of latest thinking in HR	Priority 1	CV/Interview
2 b)	Able to work effectively in a group or team at different levels within an organisation	Priority 1	CV/Interview
2 c)	Excellent customer relationship/partnering skills, and excellent verbal and written communication skills	Priority 1	CV/Interview /Presentation
2 d)	Able to influence; coach; and build relationships with line managers in good people management practice	Priority 1	CV/Interview
2 e)	Operational knowledge and application of employee relations procedures, processes and practices	Priority 1	CV/Interview
2 f)	Able to prioritise and effectively deliver in a high pressure and constantly evolving environment	Priority 1	CV/Interview
2 g)	Able to coach and line manage others	Priority 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	Priority 1	CV/Interview
2 i)	Knowledge of integrated HR and Payroll computerised systems (e.g. iTrent)	Priority 2	CV/Interview
2 j)	Able to advise, guide and develop managers and employees across a range of HR issues	Priority 1	CV/Interview
2 k)	Understanding of project management practices and methodology	Priority 2	CV/Interview
3 Experience			
3 a)	Demonstrable experience in a similar HRBP or senior HR advisory role	Priority 1	CV/Interview
3 b)	Credible experience in the development, implementation, and monitoring of HR policies, processes and procedures	Priority 1	CV/Interview
3 c)	Experience in dealing with disciplinary, grievance and redundancy cases	Priority 1	CV/Interview
3 d)	Experience of involvement in change management initiatives	Priority 1	CV/Interview
3 e)	Experience working in a complex, unionised, or public sector environment	Priority 1	CV/Interview
3 f)	Experience of preparing and presenting reports and management information to inform decision making	Priority 1	CV/Interview

3 g)	Experience of working in a higher education institution	Priority 2	CV/Interview
3 h)	Experience of job evaluation processes (ideally HERA)	Priority 2	CV/Interview
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)	Priority 1	CV/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Efficient and well organised; capable of working under pressure to a tight deadline and an ability to prioritise.	Priority 1	Interview
4 d)	Able to work co-operatively and sensitively with colleagues and develop effective internal and external networks.	Priority 1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role and be pragmatic in approaches as required.	Priority 1	Interview
4 f)	Able to network effectively with external organisations	Priority 1	Interview
5	Other	Priority 1	
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 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	Priority 1	Interview
5 c)	Maintain an awareness of developments in HR and share functional expertise, as appropriate.	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	Priority 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