

Role Profile

Role Title	HR Business Partner
Reporting To	Vice Principal (Professional Services) & HR Business Partner
Department	Human Resources
Grade	SO1 £30,438
Version Date	Dec 2018

Role Purpose:

To provide generalist HR services across the Group with a priority focus on the management of sickness related absence and performance management. Ensures that the Sickness Absence Policy & Procedure is managed across Group.

Principal Accountabilities:

1. Provide advice, guidance and support to managers on staff matters, ensuring that the options available are understood. To communicate Group policies and procedures in relation to the management of performance, absence, health and well-being and support and advise as required.
2. Proactively identify cases of staff absence which require intervention and liaise with employees and managers as appropriate. Make referrals to occupational health and support welfare meetings with individuals as required, administer Access to Work claims and ill health retirement applications. Support and advise managers in formal absence review meetings.
3. Build effective working relationships with staff at all levels, providing advice and guidance on HR policies and HR related issues to support understanding and ensure effective communication of good HR practice.
4. To ensure that absence data and updates on individual absence cases is readily available for the Senior Leadership team, liaises with the HR Business Partner on more complex cases.
5. To participate in the development of HR policies as requested.
6. To coach and train managers in the content and application of HR absence management policy and procedures.
7. To participate in various developmental HR projects as requested.

Generic Responsibilities

- Represent and promote the College brand values internally and externally; acting as an ambassador for business development and promote innovation on behalf of the College.
- Ensure that the College's internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently within the service level agreement.
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy implementation.
- Act as a champion for change and improvement and constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Actively promote and adhere to agreed College values.
- Engage in a leadership role in change management, promoting innovation
- Contribute to delivering the College's internal communications strategy, playing a supporting role in ensuring that communications are high quality and that our workforce is respected.
- Participate in the College Annual Staff Performance and Development Review (ASPDR) as a reviewee.
- Contribute to the development of the Group's Strategic Development Plan.
- Facilitate the achievement of the College's quality objectives including those from external bodies.
- Undertake other reasonable duties commensurate with the level.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none">• Vice Principal (Professional Services)	To ensure the provision of a high quality service supporting departmental and Group wide objectives.
<ul style="list-style-type: none">• HR Business Partner	To work with the HR Business Partner on projects within the wider team.
<ul style="list-style-type: none">• Trade Union Representatives	To ensure that the Group's recognised Trade Union representatives are able to access information in a timely manner to assist them in carrying out their duties in partnership with the College

Person Specification – HR Officer

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Qualified to degree level or equivalent professional qualification		✓	AF/Cert
CIPD Level 5 or above	✓		AF/Cert
Level 4/5 Management qualification or equivalent		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of advising managers and staff in an education environment on HR Issues, Conduct and Case Management		✓	AF/IV
CIPD Qualified with proven experience in a generalist HR Business Partner role	✓		
Understanding of using KPI's and relevant measures to describe and improve performance		✓	AF/IV
Proven track record of successful absence management	✓		
Experience of working within a HR team/department	✓		AF/IV
Proven experience of working with TU representatives	✓		AF/IV
Up to date knowledge of employment legislation and case law	✓		AF/IV
SKILLS AND ABILITIES			
Good oral and written communication skills	✓		AF/IV
Excellent interpersonal and networking skills	✓		AF/IV
Good planning and organisation skills	✓		AF/IV
Good problem solving and decision-making skills	✓		AF/IV
Good numerical and verbal reasoning skills	✓		AF/IV
Ability to work to deadlines with a high level of accuracy	✓		
Ability to use IT at a level commensurate with job role	✓		AF/IV
Able to develop self and others	✓		AF/IV
Ability to travel between all of the College's sites	✓		AF/IV
Ability to work flexibly, including evening and weekend work	✓		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form IV = Skill assessed via interview
 AT = Skill assessed via test/work-related task Cert = Certificate checked at interview

