**Job title:**  HR Partner

**Salary range and conditions:** Grade 8P

**Department/Division:** People and Organisational Effectiveness

**Reports to:** Head of HR Partnering/ Deputy Director of Human Resources

**About the People and Organisational Effectiveness Division**

TheDivisionintegrates core People and Development services at the University, supporting staff across all aspects of professional and organisational development. The Division comprises several key teams:

* **HR Service Delivery and Operations** – Providing comprehensive HR services, including Payroll and Pensions, Partnering, Employee Relations, Systems Support, Workforce Analytics, and advisory support for managers.
* **Organisational Development, Reward and Inclusion (ODRI)** – Developing and delivering leadership and professional development programmes, internal OD consultancy, staff engagement initiatives and coaching. The team project manage equality charter mark initiatives, including Athena Swan, Race Equality Charter, and Disability Confident. Reward and Recruitment and talent management, support our employer value proposition and promotions processes
* **Curriculum and Education Development Academy (CEDA)** – Supporting academic staff in teaching, assessment, and curriculum development, including delivering postgraduate-level teaching qualifications at Lancaster and international campuses.
* **Health, Safety, and Wellbeing** – Managing the University’s health, safety, and wellbeing plans, alongside compliance-related and developmental services.

**Job Purpose**

The HR Partner will:

* Work closely with senior leaders and line managers to influence, steer and implement both the University’s business strategy and the People and Culture Plan at Faculty and Divisional level, by aligning HR capabilities across the whole institution, drawing on their unique knowledge as a people professional.
* Maintain an understanding of the staff experience within the relevant business area(s), questioning and challenging others as appropriate to get to the root of people and business issues, with a view to driving change in line with the University’s values and strategic priorities.
* Advocate People and Organisational Effectiveness and act as the primary interface and conduit between Faculties/Divisions and the People and Organisational Effectiveness Division, enhancing communications, strengthening effective working relationships, and providing insights to drive positive change, whilst delivering an efficient and highly effective HR support and advisory service.

**Key Responsibilities and duties**

**Relationship building**

1. To build professional working relationships and coach senior leaders and managers to progress people matters, as a trusted advisor.
2. Create and maintain positive and constructive working relationships with assigned Finance Partner/s and Planning Partner/s to understand the wider organisational and sector context to influence and inform our work.

**Strategic HR Partnering**

1. To facilitate workforce planning discussions to support the business areas, discussing future resourcing needs, the current demographics of departments/divisions against future demand, with outputs feeding into the annual business planning process, succession planning, talent management, organisational change, employee relations, case management and resourcing requests
2. Analysing and utilising available management information and workforce data, working with our senior leaders to determine areas requiring action and developing proactive solutions to ensure that business areas have the optimum workforce to deliver their aims and objectives
3. Supporting leaders and managers in facilitating the delivery of organisational projects and people initiatives, including cyclical HR activity such as Academic Promotions and Probation, and Professoriate Review
4. Contribute to the implementation of the University People and Culture Plan by leading on People and Organisational Effectiveness projects, which benefit the wider division.
5. Attend People and Organisational Effectiveness and Faculty/Divisional committees and meetings, representing the Division whilst ensuring actions are delivered and implemented.
6. Line manage an HR Advisor/s and work closely together on operational issues/opportunities, identify any development needs and provide professional support and development to colleagues of the HR Partner team as required, including identifying and taking responsibility for your own continuing professional development
7. Through attendance and input into Faculty and Divisional Health and Safety Committees, ensure that there are robust systems in place to ensure health and safety compliance and the promotion of the wellbeing agenda
8. To promote an awareness and understanding of People and Organisational Effectiveness related issues to staff throughout the University, including those in our international partnerships

**Employee relations**

1. In collaboration with our internal Employee Relations Team, provide proactive support and specialist advice in relation to transformational activity through a strong change management approach ensuring the way that change is delivered, supports the right outcome and is consistent with University values and cultural principles.
2. Contribute to the development of policies, procedures and best practice at Lancaster University.
3. To negotiate and consult with the recognised trade unions on employee relations issues as required.
4. In collaboration with our internal Employee Relations Team, provide proactive support and specialist advice on people practices such as complex employee relations cases, supporting investigations and with the preparation for hearings, including supporting panels and employment tribunals as and when required.

**Divisional**

1. To identify service improvements and work closely with other People and Organisational Effectiveness colleagues to implement process improvements
2. Design and deliver training on HR related topics.
3. From time to time represent the University and provide support to partner organisations.

Any other duties deemed appropriate to the grade of the post as delegated by the Head of HR Partnering/ Deputy Director of Human Resources

**Job Hazards/Safety-Critical Duties and required Pre-employment Checks:** On occasion you may be required to work alone in a customer facing space. A full risk assessment has been conducted to ensure personal safety and emergency procedures in case of accident, fire or unprecedented incidents.

**Values:** In pursuit of our Vision and in keeping with our Purpose, we work to uphold our values:

* We respect each other by being open and fair and promoting diversity
* We build strong communities by working effectively together in a supportive way
* We create positive change by being ambitious in our learning, expertise and action.

The University recognises and celebrates good employment practice undertaken to address all inequality in higher education whilst promoting the importance of wellbeing for all our colleagues.

We expect all staff to embrace our core values and work positively to support equality, diversity, and inclusion, ensuring that every team member contributes to a supportive, and respectful working environment. Find out what it's like to [work at Lancaster University](https://www.lancaster.ac.uk/jobs), including information on our wide range of employee benefits, support networks and our policies and facilities for a family-friendly workplace.

**The duties outlined above are not intended to be exhaustive and may change as the needs alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with emerging needs.**