

**JOB DESCRIPTION**  
**HR Partner**  
**Vacancy Ref: A2946**

<b>Job Title:</b>	HR Partner	<b>Grade:</b>	8P
<b>Division:</b>	Human Resources		
<b>Directly responsible to:</b>	Deputy Human Resources Director		
<b>Supervisory responsibility for:</b>	HR Advisers		
<b>Other contacts</b>			
<b>Internal:</b> Director of HR & OD, Deans, Directors, Heads of Departments, HR and OD colleagues, Trade Unions and other staff			
<b>External:</b> University Networks, CIPD, ACAS, Employment Solicitors, UCEA, and UHR			
<b>Main Duties:</b>			
<div><div>1.</div><div>To be the primary interface between Faculties and Departments and the Human Resources Division to ensure the delivery of an efficient and highly effective HR support and advisory service</div></div> <div><div>2.</div><div>To develop, implement and maintain HR policies, procedures and practices that meet University needs and support the HR Divisions overall objectives</div></div> <div><div>3.</div><div>To act as the custodians of the People Strategy and the University values at Faculty and Departmental level and to provide strategic and operational support relating to the implementation of the People Strategy</div></div>			
<b>Key Responsibilities</b>			
<div><div>4.</div><div>To provide generalist HRM and OD service to support Faculties and Departments, including resourcing, succession planning, talent management, reward, organisational change, case management and employee relations.</div></div> <div><div>5.</div><div>To oversee complex employee relations cases, and where appropriate act as an investigators or mediator.</div></div> <div><div>6.</div><div>Provide proactive support, advice and guidance in relation to the implementation of change (structural and/or cultural). Supporting transformational activity through strong change management approach ensuring the way that change is delivered, is consistent with University values and cultural principles.</div></div> <div><div>7.</div><div>Supporting transformational activity through a strong change management approach ensuring the way that change is delivered, is consistent with University values and cultural principles</div></div> <div><div>8.</div><div>Work in partnership with leaders and managers to develop and implement effective people solutions to add value to the University.</div></div> <div><div>9.</div><div>Working with Deans/Directors develop strategic people plans to support the business areas in delivering their overall aims and objectives as identified through the planning process.</div></div> <div><div>10.</div><div>Supporting leaders and managers in facilitating the delivery of organisational projects and people initiatives, including cyclical HR activity such as Promotions and Probation.</div></div> <div><div>11.</div><div>Contribute to the implementation of the University People Strategy by leading on HR projects, which benefit the wider division.</div></div>			

12. Develop HR policies, procedures ensuring that they reflect best practice, legislative requirements and University needs and are communicated and implemented in accordance with the Policy Development Framework. Ensure the consistent implementation of HR practice and policy and work closely with the other HR partners to self-moderate and ensure consistency of approach.
13. Analysing and utilising available management information and workforce data, work with Deans/Heads of Department to determine areas requiring action and developing proactive solutions to ensure that your client areas have the right mix of people to deliver their aims and objectives.
14. Benchmark your client area with guidance from the Assistant Director of HR Operations to ensure alignment and monitoring successes.
15. Through attendance and input into Faculty and Departmental 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.
16. To identify service improvements and work closely with other HR staff to implement process improvements.
17. To negotiate and consult with the recognised trade unions on employee relations issues as required.
18. To promote an awareness and understanding of HR related issues (including international HR related matters) for staff throughout the University.
19. Attend HR and departmental committees and meetings and ensure follow actions are delivered and implemented.
20. To ensure, with other team members, the delivery of a consistent, proactive service.
21. To provide professional support and development to junior members of the HR Partner team as required.
22. From time to time represent the University and provide support to partner organisations.