

Job Title: Human Resources Business Partner (Fixed Term) x 2	Pay Grade: £32 - £35 K Depending on experience
Normal Place of Work: Queen’s Gardens with frequent travel to all Hull College Group sites	Line Manager: HR Director
Role Summary: To provide high quality support, advice and guidance to managers and employees on the full range of Human Resources disciplines across the Hull College group. Looking to recruit to 2 post Post One – to work as part of the “ Fresh start” program on a range of initiatives including restructuring , review of salary scales, redundancy , outsourcing, policy development, review of current HR procedures Post Two – to work as part of the HR Business Partner team providing the full range of HR disciplines with an emphasis on employee relations.	

Principal Accountabilities:

- 1) To assist in the provision of a responsive and proactive ER service for the College group
- 2) To provide HR advice and support, across the full range of HR disciplines to managers and staff.
- 3) To assist the HR Director in reviewing HR policies and procedures.
- 4) To undertake an agreed Employee relations caseload, to include managing disciplinary, grievance and performance management cases in a timely manner.
- 5) Support the HR Director in the roll out of an engagement strategy
- 6) To coach support and develop managers to drive a culture of management ownership of people issues
- 7) To contribute to the development of HR systems and procedures

- 8) To support the introduction of new college policies/procedures in line with legislation and best practice, supporting managers and employees with appropriate training and development

- 9) Be responsible for a case load of college managers, providing a proactive HR support service utilising key management information enabling them to carry out their roles efficiently and effectively and contribute to the College’s overall approach to workforce development
- 10) Ensure that all HR advice and support is consistent with current legislation and HCUK policies
- 11) To work as Part of the Fresh Start HR team on the implementation of the restructuring and redundancy program
- 12) Support managers in the development and implementation of their workforce plan; including resource level management and learning and development
- 13) Build effective relationships with local Trade Union Officials, contributing to the wider relationship with HCUK’s recognised Trade Unions

Generic Service Delivery Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Ensure that the College's internal customers receive an excellent customer service experience in all dealings with the service
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy implementation
- To act as a champion for change and improvement and constantly enhancing quality
- To contribute to the annual quality review of the service and the programme of continuous improvement
- To actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- To actively promote and adhere to agreed College values
- Promote innovation
- To 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
- To participate in the College Annual Staff Performance and Development Review (ASPDR) as a reviewer and a reviewee
- To undertake other duties commensurate with the job level

Person Specification – Human Resources Business Partner

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Fully CIPD Qualified or Equivalent	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Broad generalist HR experience across the full range of HR disciplines	✓		AF/IV
Strong knowledge of up to date employment legislation	✓		AF/IV
Recent experience in dealing with restructuring and redundancy exercises	✓		AF/IV
Experience of handling disciplinary and grievance cases	✓		AF/IV
Experience of handling a diverse caseload of employee relations cases	✓		AF/IV
SKILLS AND ABILITIES			
Be a self-starter, tenacious and able to work effectively and efficiently under own direction and bring projects to completion	✓		AF/IV
Excellent communication skills and expertise in building and managing relationships	✓		AF/IV
Good planning and organisation skills	✓		AF/IV
Strong team leadership skills and ability to motivate and inspire others to reach organisational goals	✓		AF/IV
Good problem solving and decision-making skills	✓		AF/IV
Good numerical and verbal reasoning skills	✓		AT
Ability to use IT at a level commensurate with job role	✓		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

Employee Signed:

Print:

Date: