

Job Description

Post: HR Business Partner

Responsible To: Director of HR

Summary of Post:

Acting as a trusted advisor, this role will partner the EKC Group's leadership and management teams on all people related activity to deliver groupwide objectives at operational, tactical and strategic levels.

Specific Duties:

1. Provide trusted strategic, tactical and operational advice to leaders and managers on HR matters and to develop a deep understanding of commercial levers, priorities, risks and opportunities to deliver an aligned and optimised HR service across designated areas of responsibility.
2. To coach and influence leaders and managers as a trusted expert in relation to people and business matters, providing advice and support that balances organisational and people needs.
3. To partner Colleges and Business Units as appropriate to provide support and direction to drive positive improvements in key performance metrics and measures (e.g. absence, retention and employee engagement).
4. Analyse management information to identify themes and trends and to in turn recommend and introduce counteractive solutions.
5. Engage, influence and challenge leaders and managers in the development and implementation of EKC Group strategy ensuring organisational imperatives inform and shape HR services, including policy development and strategic partnerships.
6. To work with Trade Unions, professional associations and the People & Cultural Development Group to ensure the continued development and maintenance of good employee relations, including participating in formal and informal consultations and negotiation exercises, as directed.
7. Collaborating with leaders and managers groupwide to develop initiatives that improve diversity and inclusion whilst developing new ways to enhance the employee experience.



8. Provide leaders and managers with sound, compliant and pragmatic advice surrounding proposed reorganisations including challenging and outlining risks where appropriate.
9. Design, prepare and run training and briefing sessions for leaders and managers on HR and management practices.
10. Build the capability of leaders and managers through coaching and appropriate interventions to consistently, and sustainably, promote a performance-led culture.
11. Provide expert HR advice and guidance on managing performance, including recognition of high performing staff as well as proactively addressing areas of underperformance.
12. Partner leaders and managers on talent development and succession plans and strategies coupled with providing compensation and benefits insights to ensure market alignment.
13. To work with leaders and managers to provide a strategic HR perspective to support workforce planning and business development.
14. Communicate clearly and frequently with other team members to ensure they are kept up-to-date on relevant issues and are acting consistently.
15. To use early intervention mediation techniques to prevent or minimise employee relations issues escalating.
16. Assist in the identification of any skills shortfalls ensuring prompt corrective actions are put in place in conjunction with Learning & Development counterparts.
17. Work with leaders and managers to ensure they are working to best practices and are operating within legislative and regulatory frameworks and guidelines.
18. To develop HR policy and advisory documentation to support effective people management practices groupwide.
19. To attend and contribute to monthly HR and Business Unit meetings
20. To promote wellbeing, benefits and rewards locally and ensure schemes are administered appropriately.
21. Maintain professional development ensuring an up-to-date knowledge of employment legislation and best HR practice.



General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

EMPLOYEE SPECIFICATION		Application	Interview	Shortlisting Weighting
Skills				
1.	The ability to proactively identify problems and drive appropriate solutions	✓	✓	6
2.	Business acumen and able to show where HR can add value to the business		✓	4
3.	To have demonstrated resilience and an ability to work under pressure, prioritise and meet tight deadlines	✓	✓	6
4.	Comfortable using analytics to identify outcomes and influence decision making		✓	4
5.	Ability to effectively partner with the business and successfully coach leaders	✓	✓	6
6.	Excellent organisational and administrative skills, with good attention to detail.		✓	4
7.	Good knowledge and understanding of current trends and developments in Human Resources	✓	✓	6
8.	Ability to work under own initiative		✓	4
9.	Excellent communication skills including written communication, with an ability to give clear direction and establish boundaries		✓	4
10.	Computer literacy skills and familiarity with office applications (including Outlook, PowerPoint & Excel)		✓	4
11.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	4
Experience				
1.	A minimum of 2 years' experience in a business partnering role.	✓	✓	6
2.	A thorough and up to date understanding of employment law and HR best practice.	✓	✓	6
3.	Experience of delivering training sessions in HR related areas to staff and managers	✓	✓	4

4.	Experience of supporting and delivering restructures and implementing change	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	CIPD Qualified to Level 7 or working towards	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.