

ROLE PROFILE

General Details	
Job Title	Human Resources Business Partner
Vacancy Number	VN567
Department	Human Resources
Reporting to	Director of Human Resources
Responsible for	No direct reports
Place of work	Telford College, Haybridge Road
Tenure	Permanent
Hours/FTE	37 hours per week
Salary	£28,097 - £32,290 D.O.E
Terms & Conditions	Business Support
DBS	Enhanced
Closing Date	Thursday 3rd December 2021 at 9am
Interview Date	To be confirmed

Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.

The Role

As the College moves forward into a new era of digital transformation and delivery, the purpose of this role is to proactively delivery a high calibre training programme across the College, that contributes to its strategic aims.

The successful candidate will be required to prove, through objective measurement, a true partnership approach with key stakeholders that drives performance.

Main Duties and Responsibilities

- Pro-actively support the delivery of the HR Strategy, in conjunction with the key priorities of the College, taking a true partnership approach to align activity across the curriculum and business support areas, approximately 70% of which will be aligned to physical delivery of training, having identified directly what is required, and 30% of which will be aligned to management of the employee relations casework, whilst transferring knowledge to the relevant manager;
- Proactively support an employee relations caseload, alongside the identification of an associated training plan, where skill to execute employee processes is transferred to the leading manager;

- Provide support and guidance for key stakeholders on HR issues and employment legislation;
- Be the key point of contact, alongside the second HR BP to deliver sound and proactive support to middle managers;
- Coach, train and direct elements of employee relations through to solutions that allow the College to move forward positively;
- Build and foster strong relationships with key stakeholders in the College and engage as a true Business Partner, transferring experiential and technical learning in a coaching style;
- Actively challenge the business in designing resource solutions and work with key stakeholders in order to oversee what is required i.e. a joined up approach between the HR Strategy and the College Strategy from which the transaction activity will be directed;
- Work closely with the wider HR team to ensure consistency of approach and workplans are based on priorities identified;
- Facilitate discussion and action with the College in order to inform HR's key priorities and to deliver on what is really important to continue to move the College forward;
- Direct the HR administrative team in order to compile timely management/statistical data and information and work with managers to share this information and identify trends, formulating a HR review for each area of the College;
- Participate, represent and lead the HR function positively at appropriate cross College working groups and propose the plan with justifications for escalation and sign off by the Senior Leadership Team. Examples include leading the Wellbeing agenda;
- Sustain high standards of professionalism and confidentiality at all times;
- Behave as an ambassador for sound employee relations within the college
- Support the review of HR Policies & Procedures and ensure that they are effectively communicated and training provided where appropriate in accordance with the policy cycle;
- Plan and undertake special project work as required;
- Work flexibly with a change ambassador approach to finding solutions;
- Undertake any other duties as may reasonably be required
- Lead on and promote best practice in equality and diversity within all aspects of the College, promoting a culture of respect and contributing to broader issues of community cohesion.

- Ensure analysis of success data takes place and ensure action is taken where necessary, to address any activity that may need to be proposed to continue to address the balance of equality and diversity impact measures across the College.

Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
R =	References
T =	Test
P =	Presentation
C =	Certificate
Or a combination	

Qualifications	Essential	Desirable	Evidence
1. CIPD Qualified, preferably to Level 7, but at least to Level 5 with valid on the job experience to fulfil the requirements of the role	✓		A/C
2. Degree or equivalent in a relevant subject	✓		A/C

Previous Experience

3. At least 5 years' recent experience within a role where training and or coaching delivery can be validly evidenced. At least 2 years' of this experience being training delivered in an employee relations context	✓		A/I
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4. Experience of working in a true Business Partner style, regardless of job title, with specific alignment to an operational area, where impact was measured (in line with a "Plan, Deliver, Evaluate, Measure" model)	✓		A/I
5. Experience of being a change ambassador i.e. identifying an issue through several media (e.g. data, engagement with the business, labour market information) and effecting a positive solution that drives business performance	✓		A/I
6. Active management of an employee relations caseload	✓		A/I
7. An understanding of wider HR issues across different sectors that allows a depth of creative solution finding		✓	A/I

Competencies/Skills

8. Highly developed organisational and administrative skills	✓		A/I
9. Effective written and oral communication skills	✓		A/I
10. Ability to establish credibility and rapport quickly with the College Managers and members of staff, to provide an effective, proactive, customer focused service	✓		A/I
11. Ability to work proactively and flexibly to continuously improve the HR service and efficiency	✓		A/I
12. Ability to work with appropriate pace with accuracy in order to meet often stringent deadlines	✓		A/I
13. IT Skills e.g. Microsoft Office Suite, Zoom – particularly in the use of innovative training delivery	✓		A/I

14. Experience of working with a Human Resources Information System (HRIS), Open HR being an advantage but not essential		✓	A/I
15. Commitment to participating in, and encouraging others to hold a positive attitude toward the success of the department and the College	✓		A/I
16. Level 2 qualification (GCSE A* - C or equivalent) in Maths & English	✓		A/I

Additional Information

Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Location

The postholder will be required to carry out their duties on the College premises.



