

Job Description

Post:	Senior HR Business Partner
Salary Grade:	Band 3
Responsible to:	Head of Human Resources
Responsible for:	2 x HR Business Partners, 1 x HR Adviser

Key Purpose

To lead and coordinate the HR Business Partner function, ensuring the delivery of a high-quality, consistent and proactive HR service across the College.

The Senior HR Business Partner will provide expert advice on complex employee relations matters, support organisational change and workforce planning, and develop effective partnerships with managers and trade unions. The role will line manage the HR Business Partners and HR Adviser, acting as an escalation point for complex people matters and promoting best practice across the College.

The postholder will also oversee Learning and Development, identifying workforce skills gaps and coordinating development solutions that build organisational capability and support future workforce needs. Working closely with the Head of HR, the postholder will contribute to the development of people initiatives that support the College's strategic objectives.

Duties & Responsibilities

A	Lead and coordinate the HR Business Partner function, ensuring the delivery of a high-quality, consistent and proactive HR service across the College.
B	Line manage, coach and support the HR Business Partners and HR Adviser, promoting high performance, professional development and excellent customer service.
C	Act as an escalation point for complex people matters, providing advice, guidance and support to the HR team and managers.
D	Build effective working relationships with managers and leaders, providing professional advice, support and constructive challenge across the full range of people matters.



E	Lead on the most complex, sensitive and high-risk employee relations matters, including disciplinary, grievance, capability, attendance management and organisational change cases.
F	Provide expert advice on employment legislation, HR best practice and College policies, ensuring legal compliance and consistent application.
G	Coach and support managers to develop confidence and capability in managing people issues effectively.
H	Develop and maintain positive working relationships with recognised trade union representatives and support consultation and negotiation processes where required.
I	Contribute to workforce planning activities, identifying workforce risks, skills gaps and future workforce requirements.
J	Provide oversight and coordination of Learning and Development activity across the College.
K	Work with managers and leaders to identify development needs and implement learning solutions that enhance individual, team and organisational capability.
L	Support leadership, management and talent development initiatives, helping to build future capability and succession pipelines.
M	Contribute to organisational change projects, restructures and service improvement initiatives.
N	Support the development, review and implementation of HR policies, procedures and initiatives.
O	Promote equality, diversity, inclusion and wellbeing through all aspects of people management practice.
P	Deputise for the Head of HR as required.
Q	Undertake any other duties commensurate with the responsibilities and level of the post.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:

Person Specification

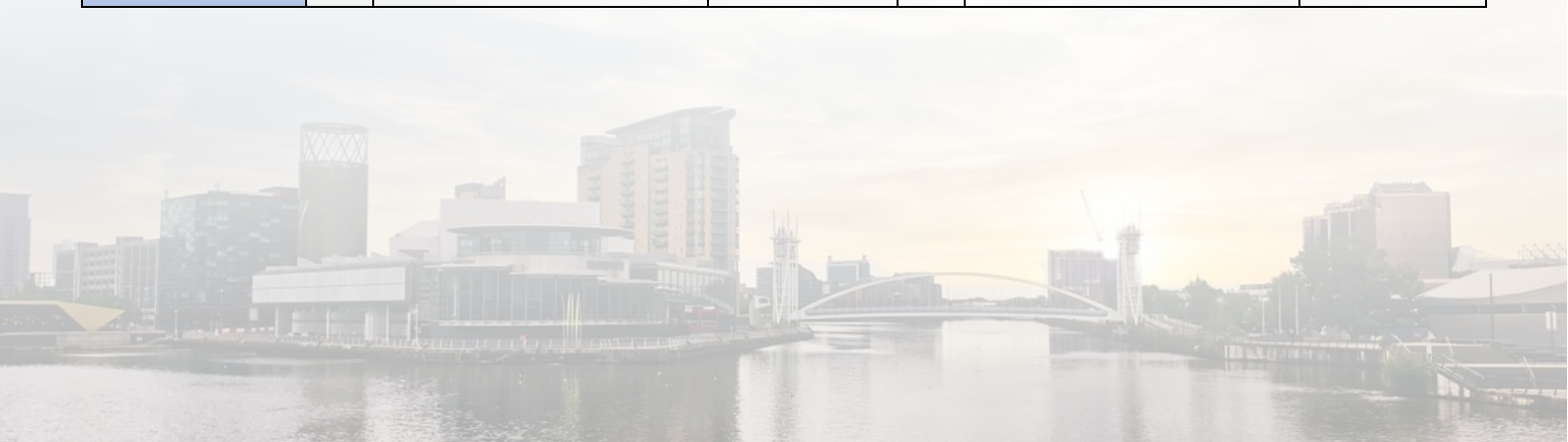
	Essential			Desirable		
Qualification	1	Chartered Member of the Chartered Institute of Personnel and Development (CIPD)	Application / Certificate	A	Fellow of the Chartered Institute of Personnel and Development (FCIPD)	Application / Certificate
	2	A Degree	Application / Certificate	B	Postgraduate Management or Leadership qualification	Application / Certificate
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview			
Experience	4	Significant experience operating within an HR Business Partnering role.	Application / Interview	C	Experience of working within Further Education, Higher Education or other educational environment.	Application / Interview
	5	Extensive experience of employee relations within a unionised environment.	Application / Interview	D	Experience of coordinating Learning and Development initiatives.	Application / Interview
	6	Significant experience managing complex disciplinary, grievance, capability, absence management and organisational change cases.	Application / Interview	E	Experience of workforce planning and succession planning activities.	Application / Interview
	7	Experience of advising and influencing managers and senior leaders on a broad range of people matters.	Application / Interview			
	8	Experience of developing constructive relationships				



	9	with recognised trade unions.	Application / Interview			
	10	Experience of leading, managing or supervising HR staff.	Application / Interview			
	11	Experience of identifying organisational development needs and implementing practical people solutions.	Application / Interview			
	11	Experience of using workforce data and trends to inform decision-making.	Application / Interview			
Knowledge	12	Sound and up-to-date knowledge of employment law and HR best practice.	Application / Interview	F	Knowledge of the Further Education sector and its workforce challenges.	Application / Interview
	13	Strong understanding of employee relations processes and procedures.	Interview			
	14	Understanding of organisational change principles and workforce planning.	Interview			
	15	Knowledge of Learning and Development practices and organisational capability development.	Interview			



	16	Understanding of equality, diversity and inclusion principles.	Interview			
Skills / Qualities	17	Strong leadership and people management skills.	Interview	G	Experience of facilitating training, workshops or leadership development activities.	Application / Interview
	18	Excellent coaching and mentoring skills.	Interview			
	19	Ability to influence, challenge and build credibility at all levels.	Interview			
	20	Strong communication, interpersonal and relationship-building skills.	Interview			
	21	Excellent organisational and prioritisation skills.	Interview			
	22	Resilient and able to remain calm under pressure.	Interview			
	23	Professional, approachable and highly credible.	Application / Interview			
	24	Pragmatic and solutions-focused in approach.	Application / Interview			



	25	High levels of integrity, discretion and professional judgement.	Application / Interview			
	26	Ability to balance strategic thinking with operational delivery.	Application / Interview			
	27	A positive and proactive outlook, with a genuine can-do attitude.	Interview			
	28	A good sense of humour and the ability to build positive working relationships.	Interview			
Other	29	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	30	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	31	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

