

Job Description

Position:	Senior HR Business Partner
Academic School/Service:	Human Resources
Reference:	HR-030/P
Grade:	TBC
Status:	Open Ended
Hours:	Full Time (one day per week remote if required)
Reporting to:	Executive Director of HR

Main Function of the Position:

- Assist, and deputise for, the Executive Director of HR in the leadership, management and representation of Human Resources within the University of Bolton Group and externally, as required.
- Contribute to the development and delivery of the University's People Strategy, aligned to the University of Boltons Groups strategic objectives
- Have dedicated Business Partner responsibilities for a diverse portfolio of academic departments and professional services across the University of Bolton Group (to include the Anderton Centre, Faculty of Heath & Wellbeing, School of Medicine, and Finance).
- Act as 'Subject Area Specialist' for employee relations and policy development matters in HR.
- Act as a source of professional expertise in relation to all HR related matters and ensure line managers are equipped to effectively manage their employees in a fair and appropriate way, through the provision of sound and professional advice, support and guidance on a wide range of people management issues.
- Working as part of a small team contribute actively to building the reputation of the HR Department in the University Group ensuring it meets quality standards for service delivery to customers in line with Customer Service Excellence (CSE).
- Work collaboratively with and support colleagues on organisational wide priorities / initiatives outside own specific area of work in support of the organisation strategy (to include but not limited to open days, clearing and other corporate prioritises)

Principal Duties and Responsibilities:

1. Support the Executive Director of HR to drive forward the HR agenda and in the delivery of a high-performing customer-focused HR service across the University of Bolton Group.

2. Provide expert solutions focused advice to senior line managers and oversee complex employee relations casework; including providing advice, guidance and coaching to senior line managers in relation to performance management, absence management, redundancy, discipline and grievance to minimise the risk of employee tribunals and ensure fairness and consistency.
3. Gain an understanding of the key business challenges, performance metrics and business plans of each department - supporting planning and creating HR service agreements / plans to support local needs, as required.
4. Lead on the development of HR process improvement and appropriate HR policies.
5. Proactively advise and provide effective recommendations to senior managers regarding organisational design matters and organisational structures and staffing metrics/KPIs.
6. As 'Subject Area Specialist' work with colleagues in the HRBP team to initiate, develop and implement policy development and lead on complex employment relations matters.
7. To support the Chair and manage/coordinate the University's Employee Forum.
8. Provide line management to the HR Graduate Trainee, Resourcing and Employee Experience Officer and Talent & Resourcing Specialist.
9. Oversee disciplinary, grievance and employment tribunal matters.
10. Provide advice on resourcing matters and oversee recruitment and selection campaigns
11. Advise and coach senior managers and HR colleagues in the management of projects.
12. Advise managers on HR policy and procedures to ensure legislative requirements are met and good people management practice followed.
13. Develop and deliver briefing / training workshops on a range of world class HR policies, procedures and processes
14. Ensure management information is produced, interpreted and utilised to best effect in order to inform line managers.
15. Ensure compliance and promotion of statutory and corporate legislation and best practise and ensure continuous professional development aligned to the University of Bolton strategic priorities.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Senior HR Business Partner		Reference: HR-030/P	
School/Service: Human Resources		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	Degree or equivalent qualification (ideally in law, HR, business studies or psychology)	1	CV/Documentation
1 b)	Chartered Member of CIPD or equivalent / relevant experience	1	CV/Documentation
1 c)	Masters level qualification in HR (or equivalent)	2	CV/Documentation
2 Skills / Knowledge			
2 a)	Advanced knowledge of employment law and understanding of latest thinking in HR	1	CV/Interview
2 b)	Able to work effectively in a group or team at different levels within an organisation in a manner that instils confidence, motivation and trust to deliver solutions	1	CV/Interview
2 c)	Excellent customer relationship/partnering skills, and excellent verbal and written communication skills	1	CV/Interview /Presentation
2 d)	Able to coach senior line managers in good people management practice	1	CV/Interview
2 e)	Advanced knowledge of employee relations procedures, processes and practices	1	CV/Interview
2 f)	Able to prioritise and effectively deliver in a high pressure and constantly evolving environment	1	CV/Interview
2 g)	Able to coach and line manage others	1	CV/Interview
2 h)	Proficient in the application of IT systems and capable of utilising IT with respect to the requirements of the role	1	CV/Interview
2 i)	Knowledge of integrated HR and Payroll systems (e.g. iTrent)	2	CV/Interview
2 j)	Understanding of project management practices and methodology	2	CV/Interview
3 Experience			
3 a)	Substantial experience gained in a generalist HR Business Partner / specialist Employee Relations role		
3 a)	Credible experience in the development, implementation, and monitoring of HR policies, processes and procedures	1	CV/Interview
3 b)	Substantial experience in dealing with complex disciplinary, grievance and redundancy cases	1	CV/Interview
3 c)	Experience of successfully leading change and business process improvement initiatives (ideally to include new start-ups / new ventures)	1	CV/Interview
3 d)	Experience of preparing / presenting reports (utilising management information / HR metrics) to senior stakeholders / Committees to inform decision making at an operational and strategic level	1	CV/Interview
3 e)	Experience of working in a higher education institution or similar complex / unionised environment (e.g. the NHS)	1	CV/Interview

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4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Efficient, resilient and well organised; capable of working under pressure to a tight deadline and an ability to prioritise.	1	Interview
4 d)	Able to work co-operatively and sensitively with colleagues and develop effective internal and external networks.	1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role and be pragmatic in approaches as required.	1	Interview
4 f)	Able to network effectively with external organisations	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Working knowledge of and commitment to the principles of and the compliance requirements relating to the Data Protection Act, Freedom of Information Act, Bribery Act, Prevent, UK Visas and Immigration and equal opportunities and diversity	1	Interview
5 c)	Maintain an awareness of developments in HR and share functional expertise, as appropriate.	1	Interview
5 d)	Available to work flexibly and remotely and travel as appropriate in order to meet the needs of the service.	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation / membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required