

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details		
Faculty/Professional Support Service	Human Resources	
School/Department		
Division/Section/Unit	HR & Organisation Development	
Job Title	HR Business Partner	
Vacancy No		
Grade	10	
Hours of Work	Full Time	
Contract Duration (Perm/Fixed Term)	Permanent	
Reports To (Job Title)	Senior HR Business Partner	
Responsible For (Job Title)	HR Adviser	

Principal Accountabilities
<p>The postholder will work independently to support Faculty Pro-Vice Chancellors, Directors and other senior Academic and Professional services managers to meet key business objectives through a strategic approach to people management challenges and opportunities.</p> <p>Collaborate with key stakeholders across HR and the University to proactively identify areas of strategic opportunity and lead the delivery of HR solutions which support the achievement of business objectives and improve organisational performance.</p> <p>Be an active member of the Faculty Executive Group (or equivalent senior leadership group) contributing to decision-making across all areas of the business, beyond people and HR elements.</p> <p>Work with a team of HR Professionals and HR Support staff in the provision of a pro-active, high quality and customer focused strategic HR service.</p>

Key Tasks

HR Business Support

Work in close partnership with Faculty Pro-Vice Chancellors, Directors and other senior managers in a designated area of the University to help identify, understand and communicate their current and future business challenges and objectives and associated people requirements.

Provide advice and guidance to managers on organisational development matters, including, re-organisation and redundancy. Assist managers in the identification of future staffing needs and the development of HR plans and strategies to meet those needs. Coordinate the implementation of required changes by bringing together relevant members of the HR team.

Coach and influence people managers, Pro-Vice Chancellors, Directors and others on cases of performance management, conduct issues, sickness absence, and grievances, drawing on the knowledge of other HR colleagues as required. Apply a strategic approach to robust performance management and employee relations processes and the implementation of initiatives to support the University's Equality and Diversity Policy. This involves operating well above a simple 'compliance' model of HR advice, and taking a sophisticated approach to risk, that balances the potential impact of legal challenge against the potential impact of organisational under performance.

Identify, develop and successfully deliver client responsive, cost-effective and innovative HR solutions which contribute to the effective management of staff and the achievement of business objectives, which will often require creating new, bespoke solutions to each situation.

Take an active role in the development of people managers' skills and confidence to manage their people effectively and improve business performance through the use and interpretation of available policies, publications, procedure and legislation.

Provide expert advice and support to senior customers on all areas of the HR service and ensure that we are constantly doing everything we can to support the delivery of ambitious business objectives.

Challenge, advise and influence managers with regard to poor practice when necessary, advocating best practice and creating alternative pragmatic solutions.

Challenge senior customers, up to and including the Vice-Chancellor, in discussions around resourcing, and support creative and proactive approaches to attracting, securing and retaining the best talent for the University.

Resolve complex employment issues on behalf of managers including the development of bespoke solutions to match the requirements of the business.

Open settlement and other exit discussions with individuals, where appropriate and authorised to do so, and lead them from inception to conclusion.

Lead on wide ranging pieces of complex project work such as large change programmes and contribute to the development of strategic initiatives and products across the function. This will involve representing the HR

Directorate at senior levels up to and including University Executive Group and leading the work of the HR Team in response.

Design and deliver formal and informal training for HR colleagues on issues such as employment law and its applicability to the University. This will involve coaching and mentoring colleagues as well as information sharing.

Regularly review HR service delivery to identify added stakeholder value through process improvements and efficiencies, particularly in relation to employment policies.

Provide a credible, expert view on the management of complex pieces of HR casework and be able to brief senior customers on employment law risks, and bespoke solutions to difficult people management issues.

Learn about the customer groups specific needs in order to work collaboratively across the HR function to inform the development of strategic products and services.

Bring expertise to the on-going development, review and implementation of the University's HR Strategy, and associated policies, undertaking project work and benchmarking exercises as requested.

Participate as an active member of University committees as required.

Establish and maintain contacts external to the University with members of the public, external agencies e.g. Universities and Colleges Employers Association (UCEA), UK Visa's and Immigration (UKVI), other Higher Education Institutions (HEIs) and national and regional groupings for the purposes of gaining and sharing information and benchmarking.

Remain well networked across the HR and other professions, up-to-date with HR trends and thinking, employment law, and relevant socio-economic and Higher Education sector developments. This will include developing and leading internal and external networks to share knowledge, build our reputation, and ensure that the University remains at the forefront of new HR developments.

Initiate and maintain productive and constructive working relationships with representatives of the recognised Trade Unions as an aid to issue resolution and employee engagement.

Work closely with other teams within HR including Talent, Engagement and Development and Reward, Systems and Services to maintain an awareness and understanding of activities and developments to inform the support provided to leadership groups.

Special Features

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.]

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Excellent oral and written communication skills.	A/P/T	E
		1.2	Ability to build personal credibility by demonstrating the organisational values, building trust with partners in the organisation and proactively contributing to organisational success.	I/T	E
		1.3	Proven ability to influence and persuade senior colleagues.	I/T	E
		1.4	The ability to analyse information relating to complex situations and communicate findings and proposed solutions clearly and precisely.	T	E
		1.5	Strong customer focus and proven ability to build productive relationships at all levels of the organisation and externally.	I	E
		1.6	The ability to work autonomously across a large and varied organisation and the skills to make a positive contribution to strategic HR issues.	I	E
		1.7	Proven project management skills and experience.	I	E

2	General & Specialist Knowledge	2.1	An up to date knowledge of developments in employment law, HR policy and practice.	I	E
		2.2	Knowledge of the spectrum of possible HR interventions and experience of delivering improved business results.	I	E
		2.3	An understanding of the role of a HR Business Partner as a coach and mentor.	A/I	E
		2.4	Knowledge of the current challenges facing HE.	A	D
3	Education & Training	3.1	Chartered Member of the Chartered Institute of Personnel and Development.	A/C	E
		3.2	Evidence of Continuing Professional Development	A/C	E
		3.3	A degree in Human Resources or related subject.	A/C	E
4	Relevant Experience	4.1	<p>Demonstrable experience of successfully operating as a HR Professional. This should include:</p> <ul style="list-style-type: none"> • Experience of getting to know and understand the business and identifying how HR can best contribute to its success. • Experience of acting as a change agent, working proactively in a collaborative and supportive way to make organisational change happen. • A track record in coaching and mentoring senior managers. 	A/I	E
		4.2	A proven track record of dealing with a significant level of complex HR casework (up to and including dealing with dismissals and tribunal applications) in order to be able to talk credibly with senior customers and operational colleagues.	A/I	E
		4.3	Experience of sitting on high-level leadership groups and making an active contribution to the discussion and decision-making on a wide range of issues, both HR and non-HR related.	A	D

5	Special Requirements	5.1	Strong awareness, understanding and commitment to equal opportunities.		I	E
		5.2	Ability to travel between University sites.		I	E
Date of Revision			January 2018			
Key			Identification Method	A	Application Form	
				I	Interview	
				T	Test	
				C	Copy of Certificates	
				P	Presentation	
				G	Group Assessment	
			Rank	E	Essential	
				D	Desirable	