



Job Description and Person Specification

HR Business Partner

Job Description and Person Specification – HR Business Partner

JOB TITLE:	HR Business Partner
DEPARTMENT:	HR & Performance
RESPONSIBLE TO:	HR Business Partner Lead
RESPONSIBLE FOR:	N/A
GRADE/SALARY:	£29,976 - £31,596 per annum

OUR PURPOSE AND VISION

'Unlocking Potential, Fostering Success'

To be a leading provider of education and skills that supports community cohesion and drives local and regional productivity.

Our Values

Ambitious	We set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.
Resilient	We believe that every challenge is an opportunity to learn, develop and become stronger.
Collaborative	We work together, support one another, share ideas, and encourage success.
Inclusive	We value individual difference and creating an environment where everyone has the same opportunities
Respectful	We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.

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JOB PURPOSE

- Responsible for providing an outstanding Business Partnering service to designated managers throughout the Group, which is fully integrated to the Group's needs and priorities.
- Drive the implementation and embedding of the People Strategy and Organisational Development and Engagement Plan, taking the lead on specific projects as required.
- Work with senior leaders to achieve effective solutions and change through comprehensive, pragmatic HR advice, support and guidance.

MAIN DUTIES AND RESPONSIBILITIES

- Provide accurate, customer focused, pragmatic HR advice and guidance to managers and staff and ensure managers are effectively supported.
- Build trusted relationships and credibility with managers and leaders in the organisation. Coach and build the ability of managers to anticipate and pre-empt organisational problems.
- Act as a change agent, assisting and encouraging managers and employees through organizational change and development programs.
- Coach, guide and advise managers on employee relations matters ensuring a consistent and fair approach is employed across Group.
- Support managers offering expert advice including participation in investigations, hearings and appeals as appropriate.
- Work collaboratively with the business area and the Talent Attraction Partner to deliver workforce plans, attract and retain talent and develop succession pathways.
- Drive consistency of approach across the organisation to ensure the effective implementation of all Group people policies and practices.
- Proactively share best practice within the HR team and coach and mentor team HR Operations Assistants.
- Keep up to date with developments in case law and new legislation and ensuring best HR practice is achieved.
- Conduct relevant cross Group training to promote human resource policy/procedure and to ensure all line managers are competent and fully trained in their people management responsibilities. Focus on

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empowering managers by building their competence to handle people issues with skill.

- Responsible for successful delivery of the performance and development process (PDR) for the areas that you support, including:
 - Identifying development needs output from the appraisal process
 - Monitor and report on the Group's appraisal process to facilitate interventions as appropriate
 - Train all new line managers/employees on the PDR process
 - Manage the timetable of objective settings, mid and end of year reviews
- Provide information for and assist as needed in the consultation and negotiation process with recognised Trade Unions on a range of HR issues, attending Trade Union meetings.
- Undertake job evaluations for jobs and participate in the appeals process for job evaluation as appropriate.
- Analyse management information reports as requested and utilise data to identify business trends and people KPI measures.
- Ensure effective equality and diversity monitoring and target setting is conducted for employment matters.
- Ensure the implementation and operation of the Group Data Protection policies and procedures as they apply to HR.
- Ensure that all sources of published HR materials are consistent, up to date and in line with Group policy and values

Group Responsibilities:

- Adhere to all Group policies and procedures.
- Behave in accordance with the Groups' Values
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel is required for this role.
- Actively participate in performance reviews at regular intervals in accordance with Group procedures.

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- Undertake training courses organised by the Group where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- To undertake risk assessments and comply with the Groups risk management audit requirements.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in Staff Code of Conduct Policy.

Safeguarding Children and Vulnerable Adults:

- The Group is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.
- We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the Group. This is in line with statutory guidance Keeping Children Safe in Education, we expect all staff and volunteers to promote the welfare of children and vulnerable adults within the Group and to share this commitment.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Equality and Diversity:

- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Group provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, nationality, ethnic origin or disability

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Health and Safety:

- To promote health, safety and welfare throughout the Trafford College Group

Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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PERSON SPECIFICATION – HR Business Partner

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED BY
VALUES AND BEHAVIOURS	<p>Be ambitious. Set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.</p> <p>Be resilient. Believe that every challenge is an opportunity to learn, develop and become stronger.</p> <p>Be collaborative. Work together, support one another, share ideas, and encourage success.</p> <p>Be inclusive. Value individual differences and create an environment where everyone has the same opportunities</p> <p>Be respectful. We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind</p>		Application Form Interview
EDUCATION AND QUALIFICATIONS	<p>CIPD Level 5 qualified or be prepared to work towards that qualification or have obtained the equivalent skills and knowledge.</p> <p>A minimum of Level 2 qualification in English and Maths or prepared to work towards</p>		Application Form Interview
KNOWLEDGE	<p>Knowledge of current thinking in HR issues and trends and evidence of continuing Professional Development</p> <p>Substantial knowledge and understanding of UK employment law and HR trends.</p> <p>Knowledge of HRIS systems and processes.</p>		Application Form Interview
EXPERIENCE	Relevant HR experience (generalist or specialist) gained		Application Form

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	<p>in a large complex organization with multiple stakeholders (including matrix relationships)</p> <p>Experience of operating in a business partner model, working with managers to create positive organisational outcomes.</p> <p>Experience of delivering training and development activities.</p>		Interview
SKILLS AND ABILITIES	<p>Can challenge and influence a variety of stakeholders effectively, able to present well-reasoned arguments to persuade people in a way that results in agreement or behaviour change</p> <p>Able understand and appreciate different and opposing perspectives on an issue and adapt as the requirements of a situation change.</p> <p>Can maintain personal effectiveness by managing own emotions in the face of pressure, set-backs or when dealing with provocative situations.</p> <p>Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically.</p> <p>Understand the value drivers of the Group and demonstrate commercial awareness.</p> <p>Able to role model and bring to life TCG values and behaviours</p> <p>Possess effective oral and written communication and interpersonal skills, with the ability to relate to managers, staff and external customers.</p>		<p>Application Form</p> <p>Interview</p>
PERSONAL CIRCUMSTANCES	<p>Able to travel between Group locations and to employers and organisations</p>		Interview

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EQUALITY, DIVERSITY AND INCLUSION	Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.		Interview
SAFEGUARDING	Commitment to safeguarding and promoting the welfare of children and vulnerable adults		Interview