THE TRAFFORD COLLEGE GROUP

**JOB DESCRIPTION**

**JOB TITLE:** HR Business Partner

**REPORTS TO:** HR Business Partner Lead

**RESPONSIBLE FOR:** n/a

**AREA:** HR & Performance

**GRADE/SALARY:** Scale 8 - £29,976 - £31,596 per annum

**CONTRACT TYPE:** Trafford College Group Business Support Contract

**Our Vision**

‘Unlocking potential, fostering success’

Through its innovative approach to learning and exceptional engagement with business, Trafford College prepares learners for success in work and life.

**Our Values**

Bold – Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious – Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect – Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

Collaborate and Teamwork – Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

Professional – Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

**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.

**Key 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 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

**General**

To share the Group’s promotion of, and commitment to, the safeguarding of children and vulnerable adults

Support and comply with the Risk Management audit requirement.

Provide cover for other team members when required during absences and/or peaks in workload.

To be familiar with and comply with the Group’s Data Protection Procedure.

Carries out any other duties that may be reasonably required, commensurate with the grade at the initial place of work or at other locations within the Group’s catchment area.

**Equality and Diversity:**

It is the responsibility of the post holder to promote equality and diversity throughout the Group.

The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

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

To undertake their duties and responsibilities in full accordance with Trafford College Group’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults:**

It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.

The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.

This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.

If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**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 of 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.

**Person Specification –**HR Business Partner

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| **Attributes** | **Essential** | **Desirable** |
| **Values and Behaviours** |
| Be **bold** in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential  |  |  |
| Be **ambitious** for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.  |  |  |
| Appreciate your own strengths whilst demonstrating **respect** for others, treating people with thoughtfulness, dignity and an open mind. |  |  |
| **Collaborate**, share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals. |  |  |
| **Professional**, be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work. |  |  |
| **Qualifications** |
| CIPD Level 5 qualified or be prepared to work towards that qualification or have obtained the equivalent skills and knowledge. |  |  |
| A minimum of Level 2 qualification in English and Maths or prepared to work towards |  |  |
| **Experience, Knowledge and Skills** |
| Relevant HR experience (generalist or specialist) gained in a large complex organization with multiple stakeholders (including matrix relationships) | ü |  |
| Knowledge of current thinking in HR issues and trends and evidence of continuing Professional Development | ü |  |
| Experience of operating in a business partner model, working with managers to create positive organisational outcomes. | ü |  |
| 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 behavior change | ü |  |
| Able understand and appreciate different and opposing perspectives on an issue and adapt as the requirements of a situation change. | ü |  |
| Can maintain personal effectiveness by managing own emotions in the face of pressure, set-backs or when dealing with provocative situations.  | ü |  |
| Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. | ü |  |
| Understand the value drivers of the Group and demonstrate commercial awareness. | ü |  |
| Able to role model and bring to life TCG values and behaviours | ü |  |
| Substantial knowledge and understanding of UK employment law and HR trends. |  |  |
| Knowledge of HRIS systems and processes. | ü |  |
| Experience of delivering training and development activities. | ü |  |
| Possess effective oral and written communication and interpersonal skills, with the ability to relate to managers, staff and external customers.  |  |  |
| Be committed to equality and diversity, customer care and quality improvement |  |  |