THE TRAFFORD COLLEGE GROUP

**JOB DESCRIPTION**

**JOB TITLE:** HR Business Partner Lead

**REPORTS TO:** Head of Human Resources & Performance

**RESPONSIBLE FOR:** HR Business Partner, HR Advisor and Talent Attraction Partner

**AREA:** HR & Performance

**GRADE/SALARY:** Business Support Scale 9/10

**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:**

To establish this role (and the HRBP), as true business partners to managers at all levels across the Group, through meaningful relationship and ability to drive commercial and culturally-aligned solutions which meet the needs and strategic priorities of the Group.

To have a deep understanding of the unique challenges and plans of each department in order to diagnose people related challenges and provide solutions rooted in context.

Ensuring employee relations activity is managed smoothly to an appropriate conclusion with managed risk.

Lead implementation of effective systems and process to ensure operational and payroll related activities run accurately and on time.

Drive achievement of the HR Strategies Action Plans and KPI’s through leadership and management of the HRBP team.

Manage the performance and engagement of a team of HR colleagues to ensure the delivery of both day-to-day HR operations and compliance.

**Key Responsibilities:**

Ensure the HR Business Partner team provide a quality, customer focused, pragmatic and expert HR advice and guidance service to managers and staff and ensure managers are effectively supported in dealing with casework.

Lead the implementation of the HR People Strategy and Organisational Development and Engagement Plan at a managerial level and support the Head of HR at a leadership level.

Drive improvement in employee attraction, performance and retention KPI’s by supporting the design and implementation of a holistic talent management infrastructure which engages and supports the development of our employees including but not limited to continuous improvement of our resourcing experience and annual appraisal process, implementation of succession planning process and organisational capability mapping.

Develop the performance and capability within the HR team by maintaining external networks and connections; bringing new and best practice into the organisation; and always looking for opportunities to improve and drive efficiency.

Lead the development of engagement opportunities through close collaboration with the Engagement and E&D Lead and business stakeholders e.g., bespoke programmes, conferences, events and employee and manager forums etc.

Deputise for the Head of HR & Performance at departmental meetings from time to time when required.

Manages employee relations matters ensuring a consistent and fair approach is employed across Group. Participates in investigations, hearings and appeals as appropriate, advising managers accordingly.

Work with the Head of HR &P to ensure all Group staffing policies and HR practices, under the direction of HR, are compliant with employment legislation, keeping 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 enable them to handle people issues with skill.

Lead the efficient and safe provision of data to managers to drive organisational effectiveness.

Support the provision of information and guidance to leadership for the effective processing of ill-health retirement applications to the pension schemes, working with the Pensions & Payroll Manager and the applicant.

Provide information for and assist as required in the consultation and negotiation process with recognised Trade Unions on a range of HR related issues, attending Trade Union meetings as required.

Develop and coach the HR Talent Attraction Partner in the delivery of effective talent acquisition service.

Responsible for the management of the Group’s single central record. Ensure the Group is fully compliant with its statutory and regulatory requirements in relation to Safeguarding and Safer Recruitment including ensuring the Group’s Single Central Record is maintained in line with OFSTED requirements.

Coach and up skill managers to effectively manage their people resources and support the development of high performing teams.

Responsible for managing the performance and development process (PDR) including:

* Co-ordinating the development needs output from the appraisal process
* Monitor and report on the Group’s Appraisal process to facilitate interventions as appropriate
* Training all new line managers/employees on the PDR process
* Managing the timetable of objective settings, mid and end of year reviews

Lead on the implementation of the job evaluation system and ensure the job evaluation system is applied in a consistent manner.

Undertake job evaluations for jobs and participate in the appeals process for job evaluation as appropriate.

Accountable for ensuring that payroll forms completed by the HR team are done so in a timely, accurate and effective manner.

Manage the provision of management information reports to the Head of HR & Performance.

Ensure effective equality and diversity monitoring and target setting is conducted for employment matters and that such information is reported to the Head of HR and Performance for input to the Group’s Equality and Diversity Committee.

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.

Provide advice to the Head of HR & Performance in drawing up and monitoring expenditure budgets for HR activities to ensure the team’s activities maximise cost-efficiency.

Comply with Group Financial Regulations and ensure the HRBP team work in a cost effective manner in line with budget ensuring value for money at all times.

Carry out the verification of invoices to be charged against the HR budget where required.

Assists the Head of HR & Performance to draw up capital requirements for the team.

Undertake line management responsibility for the HR Business Partner team. Effectively line manage direct staff reports, ensuring the tasks required of their role are understood and carried out effectively.

Set overall standards for work and communicate objectives and operational plans to the HRBP team, carrying out performance appraisals embedding a culture of continuous improvement within the team. Put into in place remedial action as and when required.

Leading a positive culture of high-performance and engagement in the HR team and across the Group, celebrating success and raising expectations.

Ensures the human resources team promotes and complies with the principles of equality and diversity and safeguarding in its practice.

To act as the HR advisory panel member at disciplinary, grievance and capability hearings and/or appeals.

**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 Lead

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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 | X |  |
| Be **ambitious** for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do. | X |  |
| Appreciate your own strengths whilst demonstrating **respect** for others, treating people with thoughtfulness, dignity and an open mind. | X |  |
| **Collaborate**, share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals. | X |  |
| **Professional**, be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work. | X |  |
| Your impact drives positive change through maintaining a growth mindset and stretching what it is possible to achieve. | X |  |
| You role model integrity and are not afraid to challenge the behaviour and thinking of your colleagues to drive the right outcome. | X |  |
| You are passionate about our learners and our community. | X |  |
| **Qualifications** | | |
| Be CIPD qualified to chartered status or substantial equivalent HR experience |  |  |
| Be educated to level 7 or experience demonstrating the capabilities associated with a qualification at that level |  |  |
| **Experience, Knowledge and Skills** | | |
| Significant experience in a HR environment at a professional/advisory level |  |  |
| Experience of managing conflict and sensitive issues and achieving positive outcomes. |  |  |
| Ability to build great relationships with stakeholders and colleagues through open and honest conversations. |  |  |
| Commercially astute with an ability to influence senior stakeholders to make financially and legally responsible decisions through sound strategic and commercial foundations. |  |  |
| Demonstrated ability to be both an analytical and emotionally intelligent problem solver. |  |  |
| Ability to demonstrate sophisticated communication skills, being both succinct and impactful. |  |  |
| Experience of managing a team of HR professionals in the delivery of a professional HR advice and guidance service. |  |  |
| Knowledge and understanding of employment law and HR best practice |  |  |
| Knowledge of IT applications in /HR environment. |  |  |
| Experience of delivering training and development activities. |  |  |
| Possess effective oral and written communication and interpersonal skills, with the ability to relate to managers, staff and external customers. |  |  |
| Be able to work under pressure, to deadlines and to maintain a high degree of accuracy |  |  |
| Be flexible and adaptable to change |  |  |
| Be able to work on his/her own initiative and need only limited supervision |  |  |
| Possess effective organisational/planning skills with the ability to think ahead, prioritise and organise work |  |  |
| Be innovative and able to generate and be receptive to new ideas |  |  |
| Be committed to own personal development and undertake relevant training and development |  |  |
| Be empathetic with the ability to work co-operatively with others and be an effective team member |  |  |
| Be committed to equality and diversity, customer care and quality improvement |  |  |