



COLEG CAMBRIA

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: HR Business Partner

Reports to: HR Operations Manager

Salary range: Business Support 38-41

Main Purpose of Job:-

- To deliver a high performing and proactive business-focused HR service to designated areas of the College.

Responsibilities and accountabilities:

- Work in partnership with College managers across the full range of HR matters to provide consistently high standards of HR service
- Develop people plans in partnership with directorate/service areas to improve business performance, to include workforce planning, employee engagement and talent management.
- Support, guide and coach managers to anticipate and respond to employment issues within their teams.
- Provide advice, support and guidance to managers on Employee Relations case work including hearings and appeals
- Support and advise managers on organisational change processes (eg TUPE, Redundancy), including advising on consultation documents, 1:1's with colleagues and communication and engagement with trade union colleagues.
- Generate reports and monitor people KIPi's to understand and identify opportunities for further improvement or areas of concern.
- Analyse people data including reasons for leaving and where appropriate conduct exit interviews
- Support managers with identifying and managing performance capability concerns, ensuring that policy and legislative requirements are adhered to.
- Responsible for the delivery of timely and effective recruitment services within the directorate/service area
- Responsible for grading of new or amended job descriptions
- Support managers on interview panels for management or senior roles.
- Coordinate and submit new or replacement roles for executive approval ensuring the most effective use of resources has been considered
- Review any safer recruitment concerns or delays in process escalated by the HR administrator or advisor

- Make any necessary EWC referrals, attending hearings if required
- Coordinate and respond to ACAS submissions
- Annually review contractual arrangements within the directorate to ensure effective use of resources and adherence to internal and external procedures
- Advise and support managers through the curriculum planning process ensuring that HR best practices are applied.
- Oversee and coordinate all aspects of absence management within the directorate/service area to ensure that the health and wellbeing of our colleagues is supported and maintained.
- Manage all long term sickness cases within the area facilitating return to work dates at the earliest opportunity
- Provide highly sensitive advice and guidance to colleagues or their families on receiving terminal or critical illness diagnoses, including processing ill health retirement applications and liaising with Occupational Health
- Contribute to and support the development and implementation of policies, processes and projects that support the College's vision and promote a culture of equality, diversity and inclusion.
- Line manage HR advisor and HR administrator roles ensuring that all HR matters are processed in an effective and efficient way.
- Maintain up to date knowledge of employment legislation and HR best practice to ensure compliance with all statutory and legal obligations.
- Lead on HR specific projects for the department for example, equality and diversity, absence management
- Manage continuing personal development to promote a culture of continuous improvement.
- Provide support to other business areas in the absence of HR colleagues.
- Undertake other relevant duties as directed.
- Responsible for ensuring an excellent standard of both verbal and written communication
- Responsible for providing high standards of customer service at all times both internally and externally

Miscellaneous:

To safeguard and promote the welfare of children, young people and adults at risk who are students of the College

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 College 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 College'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 required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

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

Review:

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: Date.....
POSTHOLDER

Signed: Date.....
HR Advisor

Person Specification

Attributes		Item	Relevant Criteria	How Identified	Essential/ Desirable
1	Qualifications & Training	1.1	Level 2 English and Maths qualifications (or equivalent) at Grade 4 (C) or above	A/C/I	Essential
		1.2	Currently holds a Level 2 Digital Literacy or is willing to work towards	A/C/I	Essential
		1.3	CIPD professional qualification to Level 7	A/C	Essential
		1.4	MCIPD	A/C	Essential
2	Relevant Experience	2.1	Significant knowledge of UK employment legislation, case law and good HR practice	A/I	Essential
		2.2	Experience of working at a senior HR advisor level	A/I	Essential
		2.3	Experience of advising on complex employee and organisational issues	A/I	Essential
		2.4	Experience of working in an education setting	A/I	Desirable
3	Specialist Knowledge & Memberships	3.1	Knowledge of current thinking in Human Resources issues and trends	A/I	Essential
		3.2	Able to communicate fluently (both written and verbal) through the medium of Welsh	A/I	Desirable
4	Skills and Abilities	4.1	Strong customer focus and an ability to build trusted relationships with College managers	A/I	Essential
		4.2	Well organised and adaptable to changing needs of the business	A/I	Essential
		4.3	Able to analyse information relating to complex situations and communicate findings clearly	A/I	Essential
		4.4	Able to work well under pressure and to tight deadlines	A/I	Essential
		4.5	Able to influence and persuade senior colleagues	A/I	Essential
		4.6	Demonstrate a good level of IT competence. Must be able to navigate the Internet and Intranets as well as being willing to learn how to use new IT packages and systems	A/I	Essential
		4.7	Able to work as part of a wider team, and be flexible and adaptable when required	A/I	Essential
		4.8	Able to plan and manage own workload, ensuring deadlines are met.	A/I	Essential
		4.9	Excellent organisational skills	A/I	Essential
		4.10	Excellent time management skills	A/I	Essential
		4.11	Excellent communication skills both written and verbal	A/I	Essential
		4.12	Able to demonstrate personal resilience in order to cope with a range of difficult situations	A/I	Essential
		4.13	Proactive and self-motivated.	A/I	Essential
		4.14	Takes personal responsibility for delivering quality work.	A/I	Essential

		4.15	Identifies opportunities to improve and develop existing practices.	A/I	Essential
		4.16	Committed to working towards the departments shared goals and objectives	A/I	Essential
		4.17	Demonstrates through actions commitment to the Vision, Mission, Core Values and Behaviours.	A/I	Essential
5	Attitudes and beliefs	5.1	A commitment to the college's culture which places people at the centre of everything we do.	A/I	Essential
		5.2	A commitment to the established ethos of the organisation as a partnership between learners, staff, governors, employers, parents and other stakeholders.	A/I	Essential
		5.3	The continuous pursuit of high standards and excellence in all services provided by the organisation.	A/I	Essential
		5.4	A commitment to ensuring that all members of the organisation are valued, motivated and encouraged.	A/I	Essential
		5.5	The promotion of high professional, moral and personal standards in all aspects of the organisation, subscribing to the Nolan Principles.	A/I	Essential
		5.6	A demonstrable commitment to equality and diversity.	A/I	Essential
		5.7	An empathy and appreciation of Welsh Culture, language and heritage.	A/I	Essential
		5.8	The belief in upholding a strong organisational brand and reputation.	A/I	Essential
6	Special Requirements	6.1	***Insert any special, non standard requirements in here*** Must be pre approved by HR.		Essential/Desirable
Key:	How Identified	A	Application		
		I	Interview		
		T	Test		
		C	Copy of Certificates		
		P	Presentation		