



## Job Description

### People Partner

<b>Grade:</b>	PO2
<b>Spinal range:</b>	Spinal points 38 – 41
<b>Reporting to:</b>	Assistant Director - Employee Data and People Services
<b>Accountable to:</b>	Chief People Officer
<b>Location:</b>	Richmond Campus – postholder will be required to work across other College campuses as required
<b>Hours:</b>	36 hours per week, 52 weeks per year
<b>Responsible for:</b>	People Advisors

#### Role Purpose

To provide strategic and operational People support across HRUC, delivering comprehensive HR services that align with HRUC's strategic objectives and values.

This role plays a crucial part in facilitating a high-performance culture that emphasises empowerment, quality, productivity, and standards through the implementation of effective HR strategies and processes.

#### Key Responsibilities

##### Employee relations

1. Provide expert advice and support on employment law and best practices to managers and staff across the college group.
2. Drive People projects to support the strategic aims of HRUC, including talent management, staff engagement, and diversity initiatives.
3. Act as the second tier for employee relations advice on complex staffing matters including but not limited to sickness absence, probationary cases, maternity/ paternity leave, capability and disciplinary issues, including supporting disciplinary/capability investigations.
4. Ensure compliance with HRUC policies and UK employment law including liaising with Occupational Health, and ensuring recommendations where appropriate are implemented.

#### Workforce planning

5. Develop and implement strategic workforce plans to meet the current and future needs of the college.
6. Analyse workforce data and trends to forecast staffing requirements, identify skill gaps, and develop strategies to address them.
7. Collaborate with Heads of School to understand their current and future staffing needs.
8. Analyse workforce data to identify trends and gaps, and develop strategies to address these.
9. Create and maintain a comprehensive workforce plan that aligns with HRUC's strategic goals.
10. Provide expert advice on workforce planning, including succession planning and talent management.

### **Recruitment and Talent Acquisition**

11. Liaise with the Head of Talent Acquisition and Immigration to ensure recruitment strategies meet the workforce demands identified in the workforce plan.
12. Work with the Heads of Schools to forecast future recruitment needs and develop proactive recruitment campaigns to attract high-quality candidates.
13. Ensure a smooth and efficient recruitment process, from job posting to onboarding.
14. Participate in the selection processes, including where required, for senior and critical roles within the college.

### **Training and Development**

15. Facilitate the development and delivery of training sessions on People policies, leadership, and management development.
16. Facilitate workshops and training sessions on People-related topics for managers and staff.
17. Support the professional development of the People team including supervising and developing the People Advisor; ensuring high-quality People support across HRUC.

### **Data Management and Reporting**

18. Play a key role in change management processes, providing expertise in organisational development and restructuring.
19. Ensure the HR Information System is effectively maintained and utilised for HRUC's strategic and operational needs.
20. Work collaboratively with the People Operations Manager and other senior leaders to deliver HRUC's people strategy.
21. Production and analysis of management information/statistics relevant to the performance college employees, particularly in the area of absenteeism, probation

reviews, equal opportunities, lesson observations, poor performance and turnover.

#### **Stakeholder Engagement:**

22. Build and maintain strong working relationships with Heads of School and other key stakeholders.
23. As a trusted advisor on People matters act as the second point of contact for managers, employees and other People & OD team members.
24. Manage staff relationships, and respond to any queries or problems that they have and manage their expectations.

#### **Compliance and Legal**

25. Ensure payroll changes are correctly completed and within the relevant monthly deadlines.
26. Support colleagues within the People function to ensure the delivery of effective and efficient People services and manage project work as may be determined by the People Operations Manager.

#### **Other Duties**

27. Participate in Open Evenings, Parent/Student Consultation Evenings and other College events as required.
28. To carry out any other duties commensurate with the general level and scope of the post as may be required by your line manager.

#### **Safeguarding Children and Vulnerable adults**

- Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
- Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

## People Partner - Person Specification

Qualifications	Essential	Desirable	How assessed?*
1. Good general level of education (to GCSE level or equivalent)	✓		AF/Cert
2. CIPD qualification (Level 5) or equivalent relevant experience	✓		AF/Cert
3. Educated to A Level standard or equivalent		✓	AF/Cert
<b>Knowledge, Skills and Experience</b>			
4. At least 5 years' up to date experience within a professional HR generalist role	✓		AF/IV
5. Demonstrable experience in HR, with a track record of success in senior HR advisory roles, preferably in the education sector or similarly complex environments	✓		AF/IV
6. Strong knowledge of employment law and experience in handling a wide range of employee relations issues and its implementation	✓		AF/IV
7. Proficiency in Microsoft Office Suite and other relevant software	✓		AF/IV
8. Excellent interpersonal and communication skills, with the ability to build relationships and influence at all levels within the organisation	✓		AF/IV
9. Proven ability to work strategically and operationally to implement HR initiatives that align with HRUC's goals.	✓		AF/IV
10. Experience of managing high volumes of work and dealing with conflicting priorities under pressure	✓		AF/IV
11. Confident communicator with ability to negotiate with and persuade others	✓		AF/IV
12. Excellent planning and organisational skills	✓		AF/IV
13. Experience of working effectively as part of a team	✓		AF/IV
14. Strong leadership skills, with experience in managing and developing staff.	✓		AF/IV
15. HR experience in an education environment		✓	AF/IV
16. Experience in leading HR projects and change management processes.		✓	AF/IV
<b>Personal Attributes</b>			
17. Negotiation, influencing and excellent customer service skills	✓		IV
18. Ability to work unsupervised and use own initiative, and ability to work independently and as part of a team.	✓		AF/IV
19. A strong commitment to Equality and Diversity and Safeguarding / Prevent and promoting the welfare of all learners.	✓		IV
20. Ability to develop and maintain strong relationships with internal and external stakeholders.	✓		IV
21. Ability to communicate effectively, influence others, and work under pressure.	✓		AF/IV
22. Flexibility in working arrangements to meet the demands of the role.	✓		IV

Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificates checked on induction