

ual:

JOB DESCRIPTION		
Job Title: Senior HR Business Partner		Accountable to: Associate Director of HR (Business Partnering)
Contract Length: Full-time, Permanent	Hours per week/FTE: 35	Weeks per year: 52
Salary: £52,073 – £62,900 per annum		Grade: 7
College/Service: Operations and External Affairs		Location: High Holborn or any UAL London site
Purpose of Role: <p>The Senior HR Business Partner will lead, inspire, coach and work in collaboration with the wider HR team, to successfully deliver an exceptional HR service. The post holder will be required to lead business partnering work with their specific client group, set an example for other HR Business Partners and will be part of the Business Partnering Hub working under the overall direction of the Associate Director of HR (Business Partnering).</p> <p>As an expert HR Professional you will adopt an agile approach in teams and thrive for the best not only in deploying the long term People Strategy, but also developing relationships and influencing decision making to support long term financial sustainability.</p> <p>The core purpose is to work closely with specific client groups to focus on:</p> <ul style="list-style-type: none">• organisational and people capability building• longer term resource and talent management planning• using business insights to drive change in people management practices• lead and advise on the people implications of organisation change <p>The Senior HR Business Partner will be responsible for ensuring service delivery is consistent, whilst recognising the uniqueness of the individual Colleges and Service areas. The post holder will be proactive, willing to drive improvements and challenge behaviours, providing a professional consultancy service on all HR related issues and activities (e.g. acting as employee champion and change agent, anticipating developmental needs and working in partnership with managers and colleagues within the wider HR Team to provide evidence based solutions working).</p> <p>The client groups allocated to the post holder will be specific to Operations and External Affairs (OEA) or Academic Development and Services (ADS), and will have multiple Directors to support. As an experienced and established business partner the post holder will be expected to deal effectively with a large complex client group on a wide range of business issues and offer advice, coaching and support to less experienced colleagues.</p> <p>The post holder will be expected to carry out some of their work in proximity of their client groups and some in proximity to HR colleagues.</p>		
Duties and Responsibilities: <ul style="list-style-type: none">• Partners with Service leaders within their client portfolio to deeply understand the operational and strategic priorities of the business, managing risks and understanding any constraints on performance, in order to identify effective and sustainable HR solutions.• Acts as the interface with the business in understanding issues and needs, and links proactively with colleagues in the People Strategy Hub and HR Services & Resourcing Hub to co-design key interventions and/or ensure the appropriate expert support.		

- Accountable for leading on all HR activity within relevant Service areas ensuring that the HR service is delivered effectively and deal with escalated issues. Have a sound knowledge of all HR functions/remits and be able to sign post clients to relevant areas. Working in partnership with other HR colleagues, fostering long-lasting effective relationships.
- Establishes sustainable and influential working relationships with key stakeholders including the HR Leadership Team, senior business leaders, peers and others as appropriate. Brings the right balance of challenge and support to ensure progress on key issues.
- Participates in relevant Service areas Leadership Teams (LT) bringing key insights to people issues and holding the LT accountable for the effective delivery of the people agenda. Acts as a coach to the LT and individual leaders within the team in raising awareness of expected leadership behaviours.
- Chief adviser for client groups on the broad range of people implications of plans and potential change activity and supports the plans and change agenda of both the University and their client groups.
- Leads and delivers on all organisational change programmes within the Service area, ensuring accountability is held throughout the end-to-end management and delivery of the change, aligned with the People Strategy.
- Develops effective working relationship with the Head of Employee Relations to ensure there is a consistent and best practice approach to managing employee relations and accountabilities and responsibilities are clear. Undertake complex Employee Relations case work (including ET's) as required.
- Partners and develops effective working relationships with the OD Team to ensure the implementation of Service area People Strategies, developing and delivering effective Organisational Development solutions with the Head of OD.
- Leads and partners with business to delivery HR initiatives and actively participates in the core strategic planning and capability building for the University and their client groups, specifically:
 - Business planning
 - Organisational Design
 - Workforce Planning
 - Strategic Resourcing
 - Capability Management
 - Change Management
 - Employee Engagement
 - Employee Relations
- Be an Equality, Diversity & Inclusion (EDI) Champion, ensuring consideration is given to EDI in all areas of work.
- Delivers on specific strategic project initiatives to a high standard in a timely manner.
- Actively contributes to the development of the University's HR Service, to undertake continuous personal and professional development and to support the development of colleagues as part of the HR Leadership team.
- Set a professional example to the Service area, and represent HR as part of the HR Leadership team and act as a leader when representing UAL at external groups.

Work within the University's policies and in particular to:

- Perform (from time to time) such duties consistent with their role level, assigned to them anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equality, Diversity and Inclusion agenda and the Staff Charter, promoting Equality and Diversity in their work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.

- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Ensure long term financial sustainability for the HR Department and wider University.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc.; with whom regular contact is required is likely to include:

- Vice-Chancellor and Deputy Vice-Chancellor(s)
- Pro-Vice-Chancellor(s)
- Head(s) / Director(s) of Service
- Director(s) of College Administration
- Director(s) of Change Management
- Deans
- Managers
- Staff
- Colleagues within the HR Team
- Trade Unions
- External and internal partners

Specific Management Responsibilities

Budgets: No direct budget responsibility.

Staff: No direct line management responsibility but significant task and indirect team leadership.

Other (e.g. accommodation; equipment): N/A

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(Qualities are Essential unless shown as Desirable)

Grade: 7

Person Specification	
Specialist Knowledge/ Qualifications	<p>CIPD qualified (MCIPD) including a working knowledge of contemporary approaches to:</p> <ul style="list-style-type: none"> • Business planning • Organisational Design • Workforce Planning • Strategic Resourcing • Capability Management • Change Management • Employee Engagement
Relevant Experience	Demonstrable experience of working as an HR business partner at a strategic level in a large, complex, unionised organisation.
	Demonstrable experience of leading change.
	Experience of workforce planning and experience of strategic resource planning.
	Experience and understanding of organisational design and developing new delivery models.
	Experience and understanding of capability management tools to support learning and development.
	Expert coaching skills and with specific experience of supporting senior stakeholders.
Communication Skills	Good interpersonal, listening, verbal and written communication skills – with the ability to write and present clear and evidenced based recommendation at meetings, reports and correspondence.
	Ability to interpret and explain policies and procedures clearly, without resorting to using 'technical jargon' or 'legal arguments' which can disengage managers.
	Manage and resolve conflict, with an ability to influence situations as appropriate.
	Able to communicate regular updates to key stakeholders in a clear, concise and accurate manner.
	Excellent influencing skills and the ability to build effective relationships with trust, credibility and confidence quickly.
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives.

	Excellent organisation and time management skills, with the ability to prioritise and 'juggle' workloads in order to meet deadlines and targets.
	A 'completer-finisher' who ensures that issues do reach a timely conclusion and that any outstanding actions are followed up and completed.
Teamwork	Builds effective teams, networks and communities of practice and fosters constructive cross team collaboration.
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service.
Creativity, Innovation and Problem Solving	Implement innovative and practical solutions to new or unique problems.
General	Able to cope with the ambiguity of an organisation going through significant change, with the ability to adapt.
	Self-motivated, pro-active approach, with the ability to work effectively as a member of the HR team.
	Present a professional image and approach, acting as an ambassador for the HR Department at all times.
	Self-confident, self-aware and a personal drive and resilience to achieve results and to continuously improve the delivery of the service, challenging behaviours and/or decisions where necessary.
	Commitment to Equality, Diversity and Inclusion.
Expected Behaviours (in line with CIPD)	<ul style="list-style-type: none"> • Curious • Decisive thinker • Skilled influencer • Personally credible • Collaborative • Driven to deliver • Courage to challenge • Role Model

Updated: July 2019