

ual:

JOB DESCRIPTION		
Job Title: 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: £46,423 - £55,932 per annum		Grade: 6
College/Service: Operations and External Affairs		Location: Various UAL sites across London
Purpose of Role: <p>The post holder will be required to lead business partnering work with specific client groups in the University including supporting the leadership and management of the people management agenda with those groups. In carrying out their work the HR Business Partner will be part of the business partnering hub and will work under the overall direction of the Associate Director of HR (Business Partnering).</p> <p>The core purpose is to work closely with their 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• advising on the people implications of organisation change, making recommendations <p>The client groups allocated to the role holder can and will vary; as an experienced and established business partner the post holder will be expected to deal effectively with complex client groups and business issues and to offer advice, coaching and support to less experienced colleagues. 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">• Build and maintain strong business relationships with their client groups and be an integral part of the management team(s) of their client groups.• Provide coaching and support to their client groups and in particular senior leaders.• Develop an expert understanding of the work of their client groups and the external environment in which they operate.• Provide client groups with an in-depth understanding of human resource management and make sure that overall service provided by HR and the needs of their client groups align.• Provide client groups with an appropriate understanding of HR strategic programmes and ensure that the service and programmes of work and the needs of the client groups align.• Lead, facilitate and manage appropriate change within their client groups.• Advise client groups on the broad range of people implications of plans and potential change activity and support the plans and change agenda of both the University and their client groups.• Implement HR initiatives and participate in the core strategic planning and capability building of the University and their client groups, specifically:<ul style="list-style-type: none">• Business planning• Organisational Design• Workforce Planning• Strategic Resourcing• Capability Management		

- Change Management
- Employee Engagement

- Develop effective working relationship with Head of HR (Advisory Services) to ensure there is a consistent and best practice approach to managing employee relations accountabilities and that responsibilities are clear.
- Undertake complex Employee Relations case work (including ETs) as required.
- Participate in the development of the University's HR Service, to undertake continuous personal and professional development and to support the development of colleagues.

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 Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your 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
- Colleagues within the HR Team
- 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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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
Relevant Experience	<p>Experience of working as an HR business partner in a large organisation.</p> <p>Experience of leading change.</p> <p>Experience of workforce planning and ideally experience of strategic resource planning.</p> <p>Experience and understanding of organisational design.</p> <p>Experience and understanding of capability management tools and techniques including learning and development.</p> <p>Has a high level of coaching skills and experience and is able to coach senior leaders.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.</p>
Planning and managing resources	<p>Plans, prioritises and manages resources effectively to achieve long term objectives.</p>
Teamwork	<p>Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.</p>
Student experience or customer service	<p>Contributes to improving or adapting provision to enhance the student experience or customer service.</p>
General	<p>Able to cope with the ambiguity of an organisation going through significant change, with the ability to adapt.</p>
	<p>Self-motivated, pro-active approach, with the ability to work effectively as a member of the HR team.</p>
	<p>Present a professional image and approach, acting as an ambassador for the HR Department at all times.</p>

	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

Last updated: July 2019