

**JOB DESCRIPTION/PERSON
SPECIFICATION**

Job Title:	HR Business Partner
Responsible to:	Group Head of Employee Relations
Responsible for:	N/A

1.	Job Purpose:
1.1	<p>To partner with designated senior managers to provide HR support in all aspects of people resource planning and management, within the Partnership's policies, procedures and legal requirements in order to deliver the Strategic Plan and Employee Services Annual Plan</p> <p>To plan and deliver specific areas of the above plans ensuring that procedures and practices are developed that are fit for purpose and reflect best practice within the sector.</p>
2.	Key Responsibilities:
2.1	To regularly meet with the Campus Principal (East Riding College, Scarborough) or designated Faculty/Department senior manager (Assistant Principal, Director) and their operational managers to ensure that their functions are operating effectively and reflect the overall strategic plan for the TEC Partnership.
2.2	To support their designated manager/s and their teams in all aspects of the Business Planning process including Self-Assessment, Curriculum Purchase and to advise on the recruitment of their staff.
2.3	To contribute to the review, development, consultation and implementation of HR policies, procedures and processes, including management and staff briefings and the training and mentoring of staff on an individual and group basis.
2.4	To assist in the mentoring and development of supervisors and managers, both informally and formally via coaching, training.
2.5	To provide a professional, proactive, customer focused HR approach, both internally and externally, providing HR advice and guidance to managers and staff on all aspects of the employee life cycle as required.
2.6	To contribute to the Employee Services (HR) Self-Assessment process.

3.	Specific Duties:
3.1	<p>To work with the designated manager to:</p> <ul style="list-style-type: none"> • Understand and support the key operational and strategic issues for their business areas; • Work with the designated area in planning resourcing, departmental structures, recruitment and change (restructures) programmes (including legal and policy obligations); • Ensure robust performance management is in place and is regularly monitored; <p>The above will be by means of regular formal 1:1 meetings with a formatted agenda and agreed actions/outcomes.</p>
3.2	To attend their designated Departmental/Faculty team meetings presenting/advising on HR issues as appropriate.
3.3	Provide practical support and advice on a range of HR related issues liaising as appropriate with Payroll/Pension colleagues.
3.4	Advise managers on appropriate employment law, TEC policies and procedures. To provide detailed verbal and written guidance on issues as appropriate.
3.5	To support the Managers on all casework, including absence monitoring and management, performance management, disciplinary and grievances issues and probation, ensuring legislation, policy/procedures best practice and processes are followed.
3.6	To advise on external issues e.g. Employment Tribunals and provide operational support as and when required
3.7	To advise on all Organisational development issues and, together with the relevant manager, take the employment lead on any restructuring initiatives, managing the process.
3.8	<p>To discuss with the designated manager, the following management information:</p> <ul style="list-style-type: none"> • Establishment prints – to identify and rectify any inaccuracies ensuring the data reflects the area liaising with payroll/finance as appropriate. • Sickness Absence reports- to monitor staff requiring formal meetings, to discuss and arrange referrals to OHA and to ensure all medical/self-certification certificates have been provided. • Performance Development Reviews – to monitor the process, ensure they are undertaken accurately and completed on time with 100% response. • Probation. To monitor timescales and employee progress and ensure that the appropriate support/actions are taken during the probation period.
3.9	To ensure all requests for new/replacement staff and request for amendments to posts are, prior to discussion by SMT/EMT, accurate, within budget, in accordance with Curriculum Purchasing/Planning agreements agreed and do not contravene the recruitment process or TEC policies and procedures.

3.10	To liaise with managers on particular job vacancies and assist with non- general/specialist adverts and recruitment campaigns and processes as appropriate. To advise on Assessment processes and content for senior/specialist roles.
3.11	To ensure all new staff within their areas receive their Departmental Induction programme.
3.12	To assist as appropriate with the Partnership induction process for new staff.
3.13	To arrange exit interviews with all staff working their notice, complete the relevant documentation and advise staff of any issues arising that may that impact upon TEC policies, procedures and working practices
3.14	To mentor individual staff as appropriate.
3.15	To work with OHA, Managers and other staff e.g. Mental Health First Aiders to ensure that there is support and assistance to staff at work and to liaise/advise on specialist issues as appropriate.
3.16	To present and demonstrate updates/changes to individuals and teams and to run training sessions to teams as appropriate e.g, PDR. iTrent
3.17	To keep up to date with developments in employment legislation and HR best practice, knowledge sharing within the HR team and advising their designated managers.
3.18	To undertake ad hoc projects as delegated by the VP Employee Services and Group Head of Employee Relations.
3.19	To undertake any other such other duties, training may be reasonably required and which are consistent with the general level of responsibility of this job.
3.20	To work flexibly to ensure that the Human Resources service is responsive to the needs of internal and external customers
4.	Budget Responsibility:
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with TEC Partnership's purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the TEC Partnership Personal Development Review (PDR) Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated TEC manager to enable TEC Partnership to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	TEC Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.
8.	Safeguarding Children and Vulnerable Adults:
8.1	TEC Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken.
9.	TEC Partnership Policies and Procedures:
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Qualities	Specific Requirements	E	D
Qualifications and Training	Degree or equivalent in Human Resources Management/ Personnel Management	E	
	CIPD qualified	E	
	Evidence of continuous professional development	E	
Specialist Knowledge	Solid understanding of current employment law and associated risk	E	
	Up to date knowledge of latest developments in the HR arena and employment legislation	E	
Experience	Experience of working within an education establishment		D
	A strong background in employee relations	E	
	Evidence of Developing/Introducing policies and procedures	E	
	Experience of mentoring managers	E	
	Experience of delivering HR related training on an individual basis or by presenting to groups of staff	E	
Skills and Attributes	Excellent organisational skills; ability to prioritise and meet deadlines and multi task in a fast paced and changing environment	E	
	Excellent influencing, communication and negotiation skills at all levels	E	
	Ability to demonstrate diplomacy, impartiality and professionalism at all times	E	
	Ability to handle information/ data with strict confidence and sensitivity	E	
	Excellent oral and written communication skills e.g. drafting reports, papers, notes of meetings,	E	
	Excellent computer skills including Excel and Word	E	
	Ability to analyse and assimilate information quickly and the ability to think at a strategic level	E	
	Ability to work autonomously, using own initiative and make quick decisions	E	
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable