

JOB DESCRIPTION/

PERSON SPECIFICATION

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| Job Title: | People Partner |
| Responsible to: | Head of People Partnering |
| Responsible for: | People Advisor |

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| 1. | Job Purpose: |
| 1.1 | Working in partnership with managers, providing support and advice in all aspects of people management ensuring the provision and delivery of a pro-active, efficient and effective service that supports our vision of enriching lives through excellent education, community collaboration and employment opportunities; and our mission of providing education which inspires, equips and empowers; based upon our values of respect, ambition, inclusiveness and sustainability. |

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| 2. | Key Responsibilities: |
| 2.1 | Understanding operational and strategic agendas for designated areas, attending team and individual meetings, representing and promoting the People and Culture team, building relationships, embracing a values-driven culture and a solution focused approach. |
| 2.2 | Line managing a People Advisor, working collaboratively to support, guide and advise managers on people management issues, the employee life cycle and employee relations challenges to enable successful outcomes aligned to strategic objectives. |
| 2.3 | Working with managers to understand and predict people management requirements using metrics, sharing insight and knowledge to achieve positive outcomes for people initiatives. |
| 2.4 | Contributing to the review, development, consultation and implementation of People and Culture policies, procedures and processes. |

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| 3. | Specific Duties: |
| 3.1 | <p>Employee Relations: Using expert employee relations knowledge, skills and experience to support managers with case work for disciplinaries, grievances, capability, redundancies, absence management, TUPE, employment tribunals. Ensuring timely review and completion of flexible working requests, family friendly processes, leave, risk assessments etc. Ensuring legal, corporate and statutory responsibilities are met, supporting, guiding and advising managers on employment law and best practice. Liaising and consulting with employment law solicitors as required, implementing advice on complex case work. Supporting managers with investigations and hearing panels as required Working in partnership with recognised trade union colleagues, attending meetings, and providing input into negotiations and consultations with employee representatives. Working with Occupational Health (OH) ensuring referrals / reports are completed in a timely manner.</p> |
| 3.2 | <p>Performance: Assisting and guiding managers on probation reviews, annual performance development reviews and appraisals, ensuring they are undertaken accurately and completed on time. Advising and supporting managers on capability issues, ensuring under performance is managed appropriately with sensitivity to the employee experience.</p> |
| 3.3 | <p>Policies: Supporting the Head of People Partnering with the review, development and implementation of People & Culture policies which are aligned to strategy, culture and values, are fit for purpose and up to date with employment legislation and best practice. Creating managers' toolkits and process maps for People & Culture policies and processes to enable smart and pragmatic working practices. Coaching and training managers on people management policies etc as required.</p> |
| 3.4 | <p>Change Management: Facilitating and enabling organisational change; providing expert guidance on all aspects of people planning, restructures, and change management projects in line with policy. Supporting managers with talent mapping and succession planning activities to identify potential opportunities and areas of concern, as well as overall trends and creating appropriate action plans.</p> |
| 3.5 | <p>Recruitment: Advising managers on vacancies, adverts and recruitment campaigns as appropriate. Advising on assessment processes for senior/specialist roles. Ensuring new/replacement and amendment to post requests are accurate, in line with process and within budget. Advising managers on contractual matters e'g, permanent, fixed term, casual and agency staff</p> |
| 3.6 | <p>Onboarding / Offboarding: Ensuring all new employees complete their corporate and local inductions. Assisting with the induction process as required. Ensuring the completion of exit interviews / questionnaires for all employees working their notice periods and analysing data / competing reports.</p> |
| 3.7 | <p>Relationship Building:</p> |

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| 3.8 | <ul style="list-style-type: none"> • Being highly visible at designated sites, building relationships with managers and teams to ensure that their functions are operating effectively. • Attending Departmental/Faculty meetings advising on people issues as appropriate. • Collaborating and engaging with People & Culture and other teams. • Mentoring, coaching and developing managers. <p>HR metrics:</p> <ul style="list-style-type: none"> • Contributing to relevant Key Performance Indicators (KPIs) and targets, analysing data, writing reports and presenting as required • Identifying and rectifying inaccuracies with management information including establishment lists, sickness absence and mandatory training reports, liaising with payroll/finance as appropriate. |
| 3.9 | Undertaking any other duties as directed by the Head of People Partnering as required. |

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| 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. |

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| 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. |

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| 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 |

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| 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.

Person Specification

| Qualities | Specific Requirements | E | D |
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| Qualifications and Training | Degree and/or professional qualification or equivalent experience | E | |
| | CIPD Level 5 | E | |
| Specialist Knowledge | Knowledge of current employment law, upcoming changes and case law | E | |
| | Generalist knowledge of HR processes and procedures | E | |
| | An understanding and appreciation of funding allocation within the education sector would be an advantage. | | D |
| | An understanding and appreciation of safeguarding, particularly within the education sector will be an | | D |

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| | advantage. | | |
| Experience | <p>Experience of working within an education establishment</p> <p>A strong background in generalist HR /Employee Relations</p> <p>Experience of developing/writing policies and procedures</p> <p>Experience of training, coaching and mentoring</p> | E E | D D |
| Skills and Attributes | <p>Excellent organisational skills; ability to prioritise and meet deadlines and multi task in a fast paced environment</p> <p>Excellent influencing, communication and negotiation skills at all levels</p> <p>Ability to demonstrate diplomacy, impartiality and professionalism at all times</p> <p>Ability to handle information/ data with strict confidence and sensitivity</p> <p>Excellent oral and written communication skills e.g. drafting reports, papers, notes of meetings</p> <p>Excellent computer skills including Excel and Word</p> <p>Ability to analyse and assimilate information quickly and the ability to think at a strategic level</p> <p>Ability to work autonomously, using own initiative and make quick decisions</p> | E E E E E E E | |
| Other | Enhanced DBS check carried out on appointment | E | |

Qualities identified and determined by:

E = Essential

D = Desirable