



## Candidate Information

<b>Position:</b>	Associate HR Business Partners (Grade 7)
<b>School/Department:</b>	People and Culture Directorate Office
<b>Reference:</b>	21/109283
<b>Closing Date:</b>	Monday 25 October 2021
<b>Salary:</b>	£34,304 - £40,927 per annum
<b>Anticipated Interview Date:</b>	Tuesday 11 November 2021
<b>Duration:</b>	A number of fixed term positions are available (1 to 2 Years' duration).

### JOB PURPOSE:

Post holders will support HR Business Partners and departmental managers within a dedicated client group by providing general HR support and/or specific HR project work. They will assist with expert professional advice and value-added services to support managers on all aspects of HR.

### MAIN DUTIES & RESPONSIBILITIES:

1. Supporting the HRBP in designing and developing local people plans, together with a high level recruitment plan, to facilitate achievement of strategic objectives, and to drive initiatives and enable progress to be measured against key performance indicators.
2. Supporting, developing and leading, when required on HR projects and initiatives, both University wide and client facing, to deliver solutions that meet business objectives.
3. Advise and support managers and lead when required, on the full range of routine and complex employee relations casework including investigations, grievance, disciplinary, performance management, redundancy including consultations, interpersonal and conflict resolution by identifying effective solutions, escalating where appropriate to the relevant HRBP.
4. Acting as HR professional providing day-to-day support in all operational activities of the client group.
5. Participating in consultation and negotiation with Trade Union representatives to ensure the effective development of positive employee relations within the University, in conjunction with the relevant CofE lead, or Head of Legal Services as required.
6. Contributing to the promotion and implementation of institutional initiatives developed by Centres of Expertise (CofEs) and collaborating with these Centres, when required, to identify and implement, creative and practical solutions that achieve strategic aims ensuring the delivery of an effective and aligned HR Business Partnering service.
7. Analysing management information and data to identify organisational trends, provide insight on HR matters and inform decision making based on client needs.
8. Supporting the HRBP to manage the University's change programmes, within a dedicated client group, in line with business needs and employment law.
9. Promoting the University's Core Values (Integrity, Connected, Ambition, Respect and Excellence).
10. Provision of training, on behalf of the University, in HR related areas such as the development of line manager 'people management' capability to manage their people effectively in order to improve business performance.
11. Implementing and ensuring compliance with legislative requirements and University's employment policies and procedures.
12. Using professional expertise to represent the University both internally and externally, e.g. panels/tribunal hearings, as appropriate.
13. Participating in relevant professional networks, building relationships and forming alliances with external counterparts, communities of practice and stakeholders.
14. Maintaining an up to date knowledge of employment law, best practice and Higher Education sector knowledge.
15. Any other duties as may reasonably be expected to assist in the achievement of the business aims and objectives.

**The duties above reflect the main elements associated with this position. The list of duties is not intended to be exclusive or exhaustive, and can change periodically in line with emerging Directorate priorities, and as directed by the relevant HRBP or the Head of HR Business Partnering.**

### ESSENTIAL CRITERIA:

1. A relevant University Degree or a relevant equivalent professional qualification AND a minimum of 3 years' relevant experience in a generalist Human Resources role; OR

A minimum of 4 years' relevant experience in a generalist Human Resources role.

2. \*CIPD qualification and minimum of Associate Membership of the CIPD.

3. \*Demonstrable relevant experience of partnering with managers/clients in a large\*/complex organisation to provide specialist HR solutions and advice to include;

i. Developing and delivering a variety of HR solutions, policies and procedures across a wide range of HR related activity;

ii. Supporting the implementation of HR projects/change initiatives across the organisation;

iii. Utilising data and analysis to assess and inform solutions; and

iv. Case managing, end to end, a wide range of employee relations issues including disciplinary, grievance, performance management, absence and dignity at work cases.

\*A large organisation is defined as one that matches 2 of 3 criteria:

- Annual Turnover greater than £25.9 million.

- Balance Sheet Total of more than £12.9 million.

- Average number of employees of more than 250.

#### **DESIRABLE CRITERIA:**

1. A minimum of 5 years' experience in a generalist Human Resources role (as above).

2. Chartered Membership of the CIPD (MCIPD).

3. Experience of working within the Higher Education sector.

4. Experience of working in a unionised environment.

#### **In addition to the above, candidates must also be able to demonstrate at interview the undernoted knowledge, skills and personal qualities:**

1. Working knowledge of current NI employment legislation and its practical application.

2. IT skills.

3. Ability to deliver a service to clients in a proactive way.

4. Strong planning and organisational skills with the ability to work to tight deadlines whilst maintaining standards of accuracy.

5. Ability to work collaboratively and effectively as part of a multi professional team.

6. Ability to communicate concisely and effectively at all levels.

7. Effective negotiation skills and the ability to influence and challenge Senior Managers/Stakeholders.

8. Ability to work to tight deadlines and prioritise workload.

9. Analytical and problem solving skills.

10. Resilience when under pressure and 'can do' attitude.

11. Ability to act as a role model and lead by example in accordance with the Core values of the University – Integrity, Connected, Ambition, Respect, Excellence.

**The Chartered Institute of Personnel and Development (CIPD) profession map provides further information on key competencies relevant to professional HR roles. Associate HR Business Partners are expected to work at Band 2 level.**