

Candidate Information

Position: HR Business Partner
School/Department: People and Culture
Reference: 26/113658
Closing Date: Monday 28 September 2026
Salary: £52,802 - £64,890 per annum
Anticipated Interview Date: Week commencing 12 October 2026.
Duration: Permanent

JOB PURPOSE:

Postholders are responsible for partnering with university leaders and client groups, taking the lead in offering advice and challenge; championing and supporting the delivery of the University's strategic vision; developing engaging workforce strategies; managing changes effectively and delivering an efficient and effective "business as usual" service to clients on all aspects of HR.

Acting as a generalist consultant and change agent, providing expert professional advice and support on all aspects of HR, HRBPs are responsible for working collaboratively with colleagues across the whole People and Culture team to support the delivery of a consistent and quality service, and to take a lead on service wide HR strategic initiatives.

MAJOR DUTIES:

1. Working in partnership with senior leaders to understand the strategic imperatives and challenges facing a specific area of the University; advising on and contributing to the development of strategic plans, action planning and operational decision making, ensuring alignment to People and Culture agenda and University strategic plans.
2. Developing and implementing workforce strategies to support the delivery of business objectives, including resourcing, change management, performance management and the development of local people and workforce plans. Promoting and implementing institutional initiatives and collaborating with the wider People and Culture team to identify, and implement, creative and practical solutions that achieve strategic aims, ensuring the delivery of an effective and aligned HR Business Partnering service.
3. Providing support and advice on the full range of employment issues ensuring compliance with legislative requirements, alignment with University's policies and procedures and the fair and consistent treatment of staff. Encouraging managers to take ownership of their people issues and challenging them to review the effectiveness of existing structures, systems and culture.
4. Taking a lead on delivery of specific projects on behalf of the People and Culture service, including process improvements, restructuring exercises, TUPE and policy development.
5. Take the lead to ensure recruitment of staff for client areas is undertaken in conjunction with Resourcing and in line with University employment procedures ensuring compliance with legislative requirements. Ensure consistent pay and grading (including job evaluation) and the provision of creative and practical solutions to overcome resourcing and/ or retention issues.
6. Take the lead to ensure employee relations casework is progressed in conjunction with Employee Relations Team whilst ensuring development of positive employee relations. Work in partnership with Trade Union representatives as required.
7. Utilising management information and data to anticipate and identify areas for targeted intervention, influencing stakeholders to gain buy-in. Using and maintaining the University's HR information system ensuring accuracy and data integrity.
8. Providing training, on behalf of the University, in HR related areas.
9. Leading and developing People and Culture staff (including line management of staff as required) to deliver the HR service and new initiatives as part of a consistent university-wide HR service, coaching and mentoring to ensure the service we deliver is continually improving.
10. Acting as an advocate for the whole People and Culture Directorate, working to promote and deliver the wider workforce agenda including diversity and inclusion, reward, and organisational development, and promoting the University's Core Values across all aspects of service delivery.

11. Using professional expertise to represent the University internally and externally as appropriate.
12. Maintaining an up-to-date knowledge of employment law, best practice and Higher Education sector knowledge and reviewing own practices and services to improve performance and responsiveness.
13. Other duties, consistent with the grade of the post, as may be required.

ESSENTIAL CRITERIA:

1. Degree (or equivalent qualification) in Human Resources, Business Administration or a related/ relevant field and significant relevant experience (minimum of 4 years') in a similar or related /HR Business Partner role within a large/complex organisation of similar size and scale to QUB, OR substantial equivalent experience.
2. Successful, evidence-based track record of leading and delivering a comprehensive range of innovative HR solutions to complex people situations.
3. Demonstrated proven experience aligning HR activity to business needs, as a partner and change agent.
4. Experience of providing HR leadership to delivering key People related projects, including reorganisation/restructuring.
5. Experience of building effective relationships with senior stakeholders and influencing decision making.
6. Demonstrable experience of analysing and interpreting workforce data and management information to identify trends, assess organisational risks, influence decision making and develop evidence-based HR solutions.
7. Broad and deep working knowledge of HR best practice and relevant employment legislation across wide range of topics.
8. Evidence of working with a wide range of stakeholders to resolve complex people issues.
9. Strong written and verbal communication skills including influencing, negotiation and presentation skills.
10. Demonstrable ability to manage multiple priorities, work strategically and deliver outcomes within competing deadlines.

DESIRABLE CRITERIA:

1. Current professional membership of the CIPD at Chartered Membership level (MCIPD).
2. Other relevant qualifications or accreditations, e.g. coaching, mediation, psychometric tools.
3. Experience within the Higher Education sector.
4. Demonstrable experience of leading and delivering through others in a line management capacity and by working in partnership with those in other teams to achieve business objectives.
5. Experience of working in a unionised environment.

ADDITIONAL INFORMATION:

HR Business Partners will be required to work with client groups in Faculty, Professional Services and/ or across People and Culture Directorate as required.

Applicants are required to clearly and unambiguously demonstrate how they meet the essential criteria that will be applied at shortlisting and also the desirable criteria that the University reserves the right to apply in the short-listing process (as stated in advert for this post).

Informal enquiries may be directed to: Amy McLellan at a.mclellan@qub.ac.uk.