

<b>SECTION A: THE ROLE</b>	
<b>Job Title:</b>	Human Resources Business Partner
<b>Institute/Service:</b>	Finance and Resources
<b>Job Grade:</b>	Grade 07 (£36,333 starting salary)
<b>Job Family:</b>	Professional Services
<b>Job Location:</b>	Carlisle or Lancaster
<b>Responsible To:</b>	Senior HR Business Partner
<b>Role Purpose:</b>	
<p>To provide expert HR Business Partnering to designated business areas to ensure organisational aims and objectives are met through the effective design and delivery of Human Resource Management, Change Management Activities and Organisational Development.</p> <ul style="list-style-type: none"> <li>To take responsibility for specific Academic and Professional Services areas and a portfolio of corporate work that supports the delivery of the overall HR Strategy.</li> <li>To deputise for the Senior HR Business Partner as required.</li> <li>To liaise with other HR colleagues to maintain effective communication links, ensuring that best practice is shared and developed and to facilitate cross-cover of HR services.</li> <li>To work in a manner consistent with the CIPD Code of Professional Conduct and the values of the University.</li> </ul>	

<b>SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES</b>	
<b>1.</b>	<p><b>Strategy and Solutions</b> – working alongside relevant managers in identifying workforce issues and developing appropriate business focused HR interventions and developing the people capability to support business planning.</p> <p>To contribute to the implementation of key initiatives in relation to the University's Toward 2030 Strategy that relate to specific areas of responsibility.</p>
<b>2.</b>	<p><b>Workforce Planning, Recruitment and Organisational Change</b> – working with managers to ensure the University is able to identify and attract key people, actively managing an appropriate balance of resource and skills to meet changing needs, and advising and supporting on managing change.</p>
<b>3.</b>	<p><b>Workforce data</b> – provide, monitor and analyse workforce information highlighting areas for concern. Proactively work with managers to put plans in place to resolve areas of concern and/or manage risks.</p>
<b>4.</b>	<p><b>Organisational Development</b> – contribute to the development of cultural and change management programmes which will assist in the delivery of the University's overarching strategy and which are in accordance with our values and attitudes.</p> <p>Working with the Director of People and Culture and the Senior HR Business Partner, contribute toward the development and implementation of interventions and programmes to ensure managers are confident, competent and supported to manage their staff effectively.</p>
<b>5.</b>	<p><b>Employment Relations</b> – ensure the relationship between the University and its staff is managed appropriately within a clear and transparent framework underpinned by organisational practices and policies and ultimately by relevant employment law.</p>

	Foster a positive climate of employee relations within the University and develop and maintain good working relationships with representatives of Trade Unions, supporting the University's partnership approach.
<b>6.</b>	<b>Policy Development</b> – assist in the development, review and implementation of specific University-wide policies, initiatives and schemes as agreed with the Director of People and Culture.

#### **Additional Information:**

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

#### **Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

<b>Criteria for Grade 7 Role Title: HR Business Partner</b>	<b>Essential/ Desirable</b>	<b>To be identified by:</b>
<b>Qualifications</b> Educated to RQF Level 6 (Degree level standard or equivalent) or equivalent experience.  Postgraduate Diploma in Human Resource Management or equivalent relevant professional qualification.  Chartered Member of the Chartered Institute of Personnel and Development.	Essential  Essential  Desirable	Application Form  Application Form  Application Form
<b>Experience</b> Well-developed expertise and understanding of theory and operational knowledge in current HR Practice and Employment Law.  Experience of supporting Senior Managers in the development of their business area to ensure key business aims and objectives are achieved.  Experience of working in higher education and/or awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job.  An understanding of the principles of change management.  Experience of working with Trade Union colleagues to build effective working relationships.	Essential  Essential  Desirable  Essential  Desirable	Supporting Statement/ Interview  Supporting Statement/ Interview  Application Form/Interview  Application Form/Interview  Supporting Statement/Interview

<b>Knowledge, skills and abilities</b> Detailed knowledge of all aspects of HR management principles (including change management and OD) and able to act as a source of expertise to all levels of staff.  Ability to analyse and solve problems of a complex nature and provide solutions which enhance the HR service offering and the business.  Ability to design and deliver organisation wide projects which are critical to the future success of the HR Service and the wider University.  Organisation and time management skills to plan and organise activities and events of some complexity.  Excellent communication skills, both oral and written including the ability to explain/present detailed procedural information to non-experts, and be able to influence, persuade and negotiate with staff at all levels both inside and outside the organisation.  Skills to research, collate and edit material and to effectively write formal letters, reports and policies.  Knowledge of relevant IT packages, information systems and procedures and ability to adapt/transfer skills to use new technology.  Desire to enable the continuous improvement and development of HR service provision and initiatives.  Professional approach to work and work colleagues and an ability to work independently and show initiative.	Essential	Supporting Statement/ Interview
	Essential	Supporting Statement/ Interview
	Essential	Supporting Statement/ Interview
	Essential	Application Form/ Interview
	Essential	Application Form/ Interview
	Essential	Application Form/ Interview
	Essential	Application Form/ Interview
	Essential	Interview
	Essential	Interview
<b>Other</b> Commitment to the <a href="#">Strategic Plan</a> of the University especially in relation to equality of opportunity at work, a healthy and safe working environment and the expected behaviours of an effective Leader.	Essential	Interview