

SECTION A: THE ROLE	
Job Title:	Assistant HR Business Partner
Institute/Service:	People & Culture Team
Job Grade:	Grade 06
Job Family:	Services
Job Location:	Lancaster or Carlisle
Responsible To:	HR Business Partner
Role Purpose:	
<p>The Assistant HR Business Partner role is a key professional role providing support in the delivery of a high-quality function covering People & Culture. Demonstrating an excellent technical understanding of a broad range of HR competencies. This role is vital in providing an essential point of contact for advice and support to managers in line with organisational policies, procedures, and legal requirements.</p> <p>The role will play a key function in delivering HR projects across the People and Culture Team, including people strategy actions, and activities from university-wide action plans act as an active member of steering groups/committees/implementation groups.</p> <p>A high priority is given to the creation of effective working relationships between the post holder and key stakeholders/networks (internally and externally) including attending events and meetings to maintain effective relationships. The role holder also plays a key part in contributing to projects to support the achievement of the University's key strategic aims including working independently to research and communicate initiatives, content, and activities across the University.</p> <p>The post holder will demonstrate professionalism, technical competence, good interpersonal and networking skills, and the ability to work independently as well as within a team. The post holder will consistently operate within established University regulations and procedures and understand and be committed to the success of a complex University.</p>	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	<p>People & Culture Strategy Support the delivery of projects within our People & Culture strategy, working within committees/ implementation groups as appropriate ensuring EDI is fully embedded in our processes.</p>
2.	<p>Employee Relations Work collaboratively with managers and Trade union partners to coach and provide guidance on a wide range of ER issues including managing conduct, performance, absence, equality and diversity, organisational change, TUPE, and monitoring/supporting the end of fixed-term contract processes effectively.</p> <p>Manage own HR caseload, escalating as appropriate to HR Business Partner.</p>
3.	<p>Change Management Contribute to the development of cultural and change management programmes, including interventions and programmes to enhance the skills and competencies of managers and employees. Advise, coach, and facilitate managers to manage change effectively and address any arising workforce issues.</p>
4.	<p>Workforce data</p>

	Analyse trends and relevant people metrics to provide insights, coach managers to develop solutions/actions, and inform the continuous development of people policies and procedures.
5.	Talent Management To support to ensure that we attract and retain skills across the University.
6.	Policy Development Undertake policy development, delivering training and coaching on changes or developments to managers.
7.	General <ul style="list-style-type: none"> • Keep up to date with current HR practice, employment law, and emerging EDI issues within a university environment. • Support HR Operations colleagues respond to subject data access/FOI requests. • Be responsible for monitoring, maintaining, and improving process effectiveness. • Work collectively within the People and Culture team. • Prioritise own work to meet deadlines with high-quality outputs. • Work effectively with HR Operations colleagues to ensure appropriate HR systems are maintained, and updated so all appropriate activity and information is captured in an accurate, timely, and efficient manner in accordance with data protection and employment legislation.

Additional Information:

You may 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, 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.

Our Values

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other’s challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Criteria for Grade 6 Role Title: Assistant HR Business Partner	Essential/ Desirable	To be identified by:
Qualifications Educated to RQF Level 6 (degree level or equivalent) or equivalent experience. Postgraduate Diploma a Human Resource Management or equivalent professional qualification. Working towards or membership of the Chartered Institute of Personnel and Development.	Desirable Desirable Desirable	Application Form Application Form Application Form
Experience Experience of advising on HR-related matters. Experience of working in higher education and awareness of wider University, HE issues, and external changes such as innovations, changes in legislation/regulation which impact on the job. Previous experience working with HR systems.	Essential Desirable Desirable	Supporting Statement/ Interview Application Form/Interview Application Form/Interview
Knowledge, skills, and abilities Detailed understanding of HR principles and best practice, acting as the point of escalation of more complex HR queries, working collaboratively with our HR Operations colleagues. Ability to provide detailed guidance, coaching, and instruction to develop the knowledge/skills of others. Skills to assess and organise resources, and plan and progress work activities, projects, and implement improvements using initiative and judgement. Skills to research collate and edit material for inclusion in reports/other documents. Well-developed analytical/problem-solving capability to perform detailed analysis of information and identify issues to support decision-making. Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology and development and maintenance of websites e.g. Office 365. Professional approach to work and work with colleagues and an ability to work independently and show initiative.	Essential Essential Essential Essential Essential Essential	Supporting Statement/ Interview Supporting Statement/ Interview Supporting Statement/ Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
Other Commitment to the strategic plan and values of the University especially in relation to equality of	Essential	Interview

opportunity at work and a healthy and safe working environment.		
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