

<b>SECTION A: THE ROLE</b>	
<b>Job Title:</b>	HR Business Partner – Projects and Policies (Fixed term and permanent opportunities)
<b>Institute/Service:</b>	People & Culture
<b>Job Grade:</b>	Grade 07
<b>Job Family:</b>	Professional Services
<b>Job Location:</b>	Carlisle (Lancaster considered)
<b>Responsible To:</b>	People & Culture Manager
<b>Responsible For:</b>	Assistant HR Business Partner, HR Advisor & Assistants, where applicable.
<b>Role Purpose:</b>	
<p>To provide expert People &amp; Culture project leadership and HR business partnering the University to ensure that business aims and objectives are met through effective design and delivery of HR projects from our People and Culture strategy (2024-2026)</p> <p>To work collaboratively across our People &amp; Culture team to ensure high-quality services are delivered to our customers, to meet the needs of our colleagues and students.</p>	
<b>1.</b>	<p><b>People &amp; Culture Strategy</b> To lead the implementation of discrete projects within the University People &amp; Culture strategy, working collaboratively with our managers, staff groups, and committee structures. providing expertise within groups/committees settings.</p> <p>Ensuring EDI is fully embedded in our systems and processes.</p> <p>Delivery of actions aligned to our Towards 2030 aspirations.</p>
<b>2.</b>	<p><b>Change Management and Transformation</b> Provide HR expertise support and deliver high-quality transformational cultural/ and change management programmes, ensuring compliance with policy and employment law.</p> <p>Support with implementation of employee engagement surveys and overseeing action plans.</p>
<b>3.</b>	<p><b>Organisational Development</b> Contribute to the development of cultural and change management programmes which will assist the delivery of the University's Towards 2030 strategy.</p> <p>Provide development and upskilling to managers and leaders to ensure a consistent approach.</p> <p>Ensure that the University approach to management is underpinned by best practices which in turn support our engagement, EDI, and well-being agenda.</p>
<b>4.</b>	<p><b>Policy Development</b> To support the development of HR policies and procedures to meet the University's Towards 2030 goals, ensuring our policies are inclusive, legally compliant, and reflect sector-wide best practices, with clear consultation with staff groups and trade unions where appropriate.</p>

5.	<b>Workforce Data</b> Using business acumen, proactively work with leaders and managers to actively resolve areas of concern/manage risk from analysis/interpretation of data including benchmarking insight.
6.	<b>Talent Management</b> Develop strategies to attract, retain and develop skills across the University to build long term capability and organisational resilience. Ensure our approach reflects the University's values and ambitions for diversity and inclusion.
7.	<b>Governance</b> Author high quality reports and present at internal University committees, ensuring governance processes reflect accountability, transparency, and alignment with our People & Culture goals.
8.	<b>General Duties</b> <ul style="list-style-type: none"> <li>• Maintain extensive knowledge of HR best practices, and emerging EDI issues within a University environment.</li> <li>• Support HR Operations colleague's action subject data access/FOI requests.</li> <li>• Work collectively, as a senior member of the People and Culture Team.</li> <li>• Effectively manage and develop colleagues across the team to develop their skills and experience</li> <li>• Support the Case Management Team, where appropriate and required, contributing expertise to complex or high-risk cases and ensuring consistency in approach.</li> </ul> Prioritise own work to meet deadlines with high-quality outputs.

#### **Additional Information:**

You will on occasion and in line with operational needs:

- 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 colleagues, students, and visitors are encouraged to be their true selves, 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.

<b>Criteria for Grade 7</b> <b>Role Title: HR Business Partner</b>	<b>Essential/ Desirable</b>	<b>To be identified by:</b>
<b>Qualifications</b> CIPD Level 5 or above  Chartered Member of the Institute of CIPD	Essential	Application Form
	Desirable	Application Form
<b>Experience</b> Previous HR Manager/ HRBP/People Partner level experience with the ability to work with and advise senior stakeholders.  Experience in delivering improvement to employee engagement/ EDI/wellbeing/ and learning & development  Awareness of wider University, and higher education issues/challenges  Experience in acting as a catalyst of change, driving improved HR metrics.	Essential	Application Form
	Essential	Application Form/ Interview
	Desirable	Application Form/Interview
	Essential	Application Form/ Interview

<p><b>Knowledge, skills, and abilities</b></p> <p>Ability to effectively provide HR advice and coaching to all managers across the University.</p> <p>Ability to think strategically and creatively when it comes to problem-solving, identifying pragmatic and measured solutions that put employees and managers at the heart of everything.</p> <p>Ability to balance short-term operational delivery with medium and long-term strategic thinking and planning, able to operate in detail and also take a step back to consider the bigger picture.</p> <p>Knowledge of relevant IT packages, information systems, and procedures</p> <p>Excellent organisational, oral communication, interpersonal, networking skills, and time management skills.</p> <p>Excellent understanding of employment law and leading on employee relations cases.</p> <p>Experience working with key stakeholders such as the Trade Unions to build strong meaningful working relationships.</p> <p>Experience of delivering positive change and supporting fairness and equality in the workplace.</p> <p>Report writing and analysis skills</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<p><b>Other</b></p> <p>Evidence working towards CIPD Profession Map</p> <p>Commitment to the <a href="#">Strategic Plan</a> of the University especially about equality of opportunity at work, a healthy and safe working environment, and the expected behaviours of an effective Leader.</p>	<p>Desirable</p> <p>Desirable</p>	<p>Interview</p> <p>Interview</p>