

**JOB DESCRIPTION**

<b>Job Title</b>	<b>HR Business Partner</b>	<b>Grade</b>	<b>Grade 9</b>
<b>Faculty/Dept.</b>	<b>HR</b>	<b>School/Section</b>	
<b>Reports to</b>	<b>Assigned HRLT member</b>	<b>Direct reports</b>	<b>none</b>

**1. Organisational Chart (insert)**

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**2. Job purpose**

The HR Business Partner will provide an integrated HR service to the assigned Faculties/Department in Kingston University. Working in conjunction with their HR Lead and in partnership with the SMT to align the University’s Strategic Plan through people to their areas. The role will therefore require clear business and academic focus in order to be involved in strategic planning activity within the faculty and provide expert advice to stakeholders at multiple levels. The role will play a vital part in the implementation of all University strategies, in collaboration with the Organisational Effectiveness /Talent teams and in contributing to faculty / directorate strategic planning activities.

**3. Role Accountabilities**

1. **Expert Adviser:** Provide expert advice and a valued HR service to customers primarily at the level of Deputy PVC’s, PVC/Deans and Directors to deliver improved business performance and increase efficiency. The focus of the role is to ensure that advice and guidance on complex HR issues takes into account the employee relations and legislation framework.
2. **Strategic Planning:** Responsible for supporting the implementation of the University’s core strategies by working with the relevant PVC / Dean in the assigned area and their core strategic responsibility. Provide an influential contribution to the strategic direction of the assigned Faculties and Directorates and ensure the University’s People Strategy is aligned to their strategies, key objectives and contribution to the University’s operational plan. This could include (but is not limited to) organisation design, workforce planning, talent management, succession planning and cost reduction opportunities increase effective performance management across the University.
3. **Change Management:** Lead on the implementation of change management programmes within their assigned areas. Work with Organisational Effectiveness colleagues to advise senior managers on appropriate structures and resourcing models and work with relevant managers to identify and support the need for change and the subsequent process required in line with Managing Organisational Restructures procedure.
4. **Employee Relations:** Provide expert advice in complex cases in order to minimise the risk of employment tribunals and take a lead role in overseeing the management of senior level or high risk formal hearings any other complex employee relation cases. In addition, manage local change initiatives with local Trade Unions in order to push through initiatives and maintain good relationships.
5. **Recruitment Services:** Manage the provision of an effective recruitment service for senior posts with the development and management of tailored recruitment campaigns in conjunction with the Resourcing Manager. Ensure procedural requirements are met whilst ensuring the University maximises impact in the market to ensure it recruits excellent candidates. HR Business Partners will also be active members on Job Evaluation panels.

6. **Stakeholder Management:** Network effectively across the assigned Faculty/Department, building relationships with the most senior stakeholders in order to ensure that Business Partners become an integral part of senior management team and strategic decision making and ensure the HR agenda and policies/initiatives are understood and embedded within their faculty/department.
7. **External Focus:** Monitor the external environment in Higher Education. Be proactive and encourage best practice models to be adopted and adhered to by Faculties /Department. Ensure that managers understand and comply with relevant policies and employment legislation to minimise the risk of claims against the University. Participate in external networking opportunities to enhance sector knowledge and to share best practice with / from other institutions, e.g. M25 Practitioners Group, UHR events.
8. **HR Collaboration:** Work collaboratively with HR colleagues to identify where and when they could work together on activities to deliver requisite change/expertise and to enable the successful implementation of their initiatives. Act as the lead Business Partner for specific projects / initiatives and participate in working groups as required.
9. **Business Analysis:** Maximise the use of all available data sets from across the university to inform strategic planning activities. Working closely with the Finance Business Partner and the senior management teams in dedicated areas to use information to inform workforce planning activities linked with strategic decision making.
10. **University Wide Initiatives:** Support the implementation of university initiatives that require HR expert contribution. Work in partnership with Programme Team to deliver key projects in assigned areas.

## Knowledge, Skills & Behaviours

4. Knowledge & Experience	E/D
<ul style="list-style-type: none"> <li>• Qualification to first degree or equivalent experience</li> <li>• Experience of Business Partnering (in any sector)</li> <li>• Substantial experience within an HR environment (any sector).</li> </ul>	E E E

5. Technical Skills
<ol style="list-style-type: none"> <li>1. <b>Managing People:</b> Provides full line management to a team where all members are working in a similar area of expertise or operations. Scope includes planning, setting objectives, role modelling, recruitment, development and performance management.</li> <li>2. <b>Project Management:</b> Analyses requirements with stakeholders, defining the specification, planning, revising, implementing and evaluating on small-to-medium scale projects which are generally short-medium term in timescale.</li> <li>3. <b>Planning and Organising:</b> Develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.</li> </ol>

4. **Analytical Thinking:** Seeks out and examines a range of information to identify patterns, trends and options, to solve multifaceted and complex problems.
5. **Conceptual Thinking:** Applies and modifies complex methods or concepts learned through previous experience to current issues or situations, providing new ideas and insights.
6. **Financial Management:** Manages and controls an agreed budget within a defined area and has an understanding of wider impact on HR and University wide budgets.
7. **Managing Partnerships:** Identifies appropriate external partnerships, collaborations and contracts with stakeholder, customers and partners. Builds relationships with key individuals for the benefit of KU HR department.
8. **Organisational awareness:** Understands how the organisation operates on a day-to-day basis (formally and informally) and is able to leverage this knowledge to get things done
9. **External Awareness:** Has a good understanding of the KU Academic and People strategy and considers this in line with external trends. Will build on HE knowledge through research and participation in external events
10. **Consulting Skills:** Develops and leads on the delivery of consulting and service across a range of stakeholders/customers/partners to deliver in line with requirements
11. **Continuous Improvement:** Able to apply or create new concepts and systems to improve HR policies and processes. Uses the results to make clear improvements and / or solve complex HR issues.

**Role Specific:**

Extensive and up-to-date knowledge of employment law and HR best practice in a variety of sectors with the ability to practically apply to workplace situations.

Experience of change management and leading on change projects including restructures and redundancy scenarios.

## 6. Behavioural Competencies

1. **Customer Service Orientation:** Builds long term relationships with customers, addresses underlying customer needs and requirements by deeply understanding the customer and being proactive on their behalf.
2. **Risk:** Provides information and advice on HR policies and practices. Analyses the situation and risk involved with the presenting issue. Has the ability to take a calculated risk when offering advice in line with policy.
3. **Communicating and Influencing:** Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.
4. **Relationship Building:** Makes links outside own function to build a wide network across the University, whilst engaging with external networks to get a broader view.
5. **Collaboration:** Recognises the importance of collaboration for effective working, and builds projects and initiatives on a collaborative basis with peers from across the organisation.

6. **Developing Others:** In a management role, ensures individuals have clear goals and objectives and provides regular performance feedback for their direct reports.
7. **Adaptability & Flexibility:** Anticipates and takes action to create an opportunity or avoid future crisis, looking ahead within the short to medium term.
8. **Resilience:** Stays optimistic in the face of setbacks. Makes attempts to learn from the experience and understand and adjust future approach.
9. **Achievement Focus & Drive:** Stretches themselves to improve their performance. Makes specific changes in the system or in own work methods to improve overall performance.
10. **Equality, Diversity & Inclusion:** Recognises that equality, diversity and inclusion are intrinsic to the success and performance of the organisation and takes proactive action to ensure any barriers to a broad range of social and cultural customs, beliefs and values are removed.