



Job Description

Department: Human Resources and People Development

Post: HR Business Partner

Responsible To: Head of HR and People Development

Purpose of Job:

To provide professional support and guidance to managers and staff in all HR related activities ensuring the effective application of HR policies, procedures, employment legislation and best practice.

Major Tasks/ Job Activities:

Build and maintain influential relationships, by coaching and advising managers of designated areas, including Vice Principal and when required Principal to understand their business and take ownership of delivering a highly effective HR service.

Provide professional HR advice that is up to date, reliable and effective and be proactive in providing guidance to managers across a range of employee relations issues, including disciplinary and grievance procedures, performance and absence management procedures, employment law issues, conditions of service, flexible working, capability, harassment, maternity, paternity and parental leave.

Manage employee relations casework, through all stages (informal / formal stages), of investigation / exploration, dismissal, dismissal appeals, ill health terminations liaising with the legal advisers, occupational health advisers or other external bodies as appropriate.

Take ownership of complex pension related queries, liaising with pension providers and key stakeholders for timely resolution.

Identify key HR challenges, utilise this knowledge and understanding to develop and implement plans which will improve organisational and individual effectiveness.

Lead on the continuous improvement of HR service delivery by continually reviewing processes and procedures. Add value and deliver excellent customer service to stakeholders. Manage multiple operational priorities including HR advice and project work. Contribute to the continuous improvement of the HR service delivery.

Develop and update new HR policies, procedures and management guidance, carrying out research and benchmarking as appropriate, in line with current employment law legislation and best practice.

Foster effective working relationships with local trade union representatives to facilitate a positive employee relations climate.

Oversee the occupational health referral process to support attendance management and capability process and agree phased returns to work, counselling etc. for the designated areas liaising with the occupational health advisers, employees and line managers.

Lead and manage recruitment campaigns, resourcing requirements for designated areas. Work with Managers to develop / maintain Job Descriptions and Person Specifications which are fit for recruitment / selection. Act as the professional adviser in recruitment matters to College managers and manage the recruitment process with the support of the HR Assistant. Negotiate with recruitment agencies and involvement in panels and interviews.

Guide and support the delivery of change management, assisting with any organisational restructures by providing guidance and support to managers through change process.

Lead and maintain the succession planning process for designated areas throughout the academic year by providing support to identify short, medium and long term resourcing issues and assisting in building and maintaining the local workforce plans and constructively challenging managers on new roles and replacement.

Design and deliver engagement programmes and initiatives to support culture change. This will involve reviewing staff survey results, engaging with senior leaders and employees to ensure activities and initiatives are aligned with desired culture and to support them to drive transformational change.

Ensure that contracts of employment are issued by HR accurately and timeously.

Carry out follow up induction meetings for new employees, identifying areas for improvement to help form future plans.

Ensure the provision of up to date and accurate statistical and manpower information for designated areas, including the preparation and interpretation of complex manpower, payroll and other staffing information.

Design, implement and evaluate staff development by creating and delivering bespoke tailored training programmes to ensure the continuing and personal development of managers and the executive leadership team.

Monitor HR payroll for accuracy, ensure payroll deadlines are met in compliance with relevant legislation and terms and conditions and college procedures on a monthly basis.

As directed take responsibility for the preparation and content of reports, plans, briefings, presentations and FOI requests.

Assist with internal and external audits.

Provide HR support to College's Joint Negotiating & Consultation Committees.

Advise on matters relating to the job evaluation process and salary placement.

Assist with the preparation of papers for College meetings.

Contribute to and / or lead specific HR projects and initiatives and assist in the general delivery of the College's People Strategy.

Keep professional knowledge of HR best practice and employment legislation under review and up to date.

Participate fully as an active member of the HR and People Development team, working in partnership with fellow HR and People Development team members: collaborate and share information, co-ordinate activities, maintain an awareness of HR developments and support each other.

Provide professional guidance and support to with the HR Assistant and HR Administrator as appropriate.

Any other duties arising and pertaining to the post.

The purpose of this Job Description is to indicate the general level of responsibilities of the post. The list of duties is not exhaustive but serves merely as a guide.

Responsible For:

There are no staffing responsibilities associated with this post. The postholder will, however, be required to delegate work to an HR Assistant and /or HR Administrator.

Decisions Made in Course of Job:

When to refer matters to the Head of HR and People Development or the executive leadership team.

Participating in recommending the appointment of staff where appropriate.

Advising management and staff on HR policies, procedures and conditions of service.

Deciding the appropriate action to be taken in the case of salary over / under payments.

Making decisions independently and exercising significant initiative within the parameters agreed.

Supervision Received:

The postholder reports to the Head of HR and People Development seeking clarification and direction as required but is not supervised in detail. He/she operates within the guidelines and procedures laid down by the Head of HR and People Development and College Management and is expected to operate these in their absence. Problems are referred to the Head of HR and People Development for discussion to arrive at the best course of action.

Contacts:

Internal

College management and staff regarding advice on policies, procedures, pay, conditions of service, etc

External

Job Candidates
Recruitment Advertising
West Lothian Council
Employee Counselling Services
Occupational Health Provider
Trade Unions
Auditors
Legal Advisers

Educational/ Vocational Qualifications Required:

The postholder should be educated to degree level or equivalent in a relevant discipline or relevant postgraduate / professional qualification. The postholder should possess Associate Membership of the CIPD or equivalent professional HR management qualification.

Experience Required:

Minimum 2 years' experience working as an HR Business Partner / Advisor.

Highly developed influencing and internal consultancy skills.

Significant case management experience - from informal employee relations casework stages through to appeals and dismissals.

Excellent verbal and written communication skills, including an ability to convey complex issues and information to a lay audience.

Experience of developing and writing HR policy.

Excellent working knowledge of employment legislation and HR policies.

Experience gained within a unionised organisation.

Ability to manage personal workload, deal with conflicting priorities and operate with minimum supervision.

Proficient in the use of Microsoft office systems.

Complexity:

The postholder may be required to deputise for the Head of HR and People Development from time to time and must be able to assume such higher duties and supervisory responsibilities when required.

The postholder requires an understanding of the conditions of service for all categories of staff, both in dealing with recruitment and giving information/advice to staff generally.

There is also a requirement to have a thorough knowledge of the College's HR policies and procedures to advise management and staff on these, and an ability to seek guidance / assistance / clarification when difficulties arise.

An understanding of the College salary structure, payroll system and payment arrangements is required.

The postholder deals with all levels of staff in the College and must be able to communicate effectively. He/she must maintain confidentiality at all times.

Although there are no direct budgetary responsibilities associated with this post, the ability to consider and understand the financial impact of proposed people strategies will be essential in providing useful advice to managers.

The postholder will be expected to exercise their initiative to organise their own workload and to seek advice and guidance from the Head of HR and People Development when dealing with more difficult or unusual problems or situations.

Develop and maintain professional capability and expertise, keeping up to date with relevant employment law changes.

The role will require the postholder to foster positive and constructive working relationships with managers at all levels, trade unions and other service delivery partners.

Creativity:

Identifying solutions to people issues.

Producing reports / papers for different audiences.

Drafting new HR policies and procedures.

Preparing new forms, letters and general correspondence.

Preparing staff statistics and various reports on the staffing position of the College.

Assisting in preparing job descriptions and recruitment advertisements.

Special Conditions:

None.