

Job Description & Person Specification

Professional Services and Senior Manager (excluding VCE) roles

JOB DESCRIPTION

Job title	Senior HR Business Partner
School/Department	People and Wellbeing
Location	Paisley Campus
Reporting to	Head of People Services
UWS grade	
FTE	1

Job summary

The Senior HR Business Partner lead on the the delivery of a high quality, customer-focused and efficient People Business Partnering to the University, the postholder will lead the development of the professional HRBP and HR Adviser team, in terms of services, processes, systems and working practices and their skills and capabilities, both individually and as a team. They will lead the development of relationships vital to the success of the team with all the key stakeholders through Strategic Business Partnering.

The postholder will also provide specialist HR advice and guidance to the Department of People and Wellbeing and to the University, including to the most senior level in relation to operations matters such as case management, employment legislation ensuring equality and diversity in all aspects of the service.

People & finance responsibilities

People	The post holder will have 5 direct line management responsibility for HR Business Partners and HR Advisers.
Finance	In collaboration with the Head of People Services, will manage the budget for continuous system development and service delivery to support key objectives.

Key responsibilities

- Direct line management responsibility for People Business Partnering team , providing leadership, coaching, feedback and recognition to team members, proactively enabling their continuous professional development to ensure their skills and knowledge keep pace with business and legislative developments.
- Lead analysis of volumes, trends and issues to proactively identify service improvements to support a high level of service excellence to stakeholders.
- Continually monitor operational performance working closely with the wider People and Wellbeing team where required for suggested improvements or escalations.
- Lead the operational delivery of escalated employee relations case management issues.

- Lead on the enhancement of the UWS Business Partner team regarding process and strategy.
- Ensure operations are compliant with internal and external compliance requirements including GDPR.
- Establish and build strong strategic partnerships with key stakeholders.
- Support the management of organisational change projects, promoting a culture of continuous improvement.
- Management and delivery of a portfolio of operational projects, managing the smooth implementation of relevant process changes through effective project planning and coordination of resources within agreed timescales. Developing efficient working practices through process mapping and multi-skilling the team.
- Promote a high performance culture, with a focus on team collaboration, simplicity, ongoing improvement and creating an excellent colleague experience. Promote a high-performance culture, with a focus on team collaboration, simplicity, ongoing improvement and creating an excellent colleague experience.
- Undertake any other duties as appropriate to the role and agreed with the Line Manager.

Job scope

Planning and organising	<ul style="list-style-type: none"> • Plan own work and responsibilities independently and determine priorities to meet targets and deadlines. • Devise an operational and development plan to ensure excellent HRBP and Adviser partnering to the main stakeholders., • Contribute to strategic planning across People and Wellbeing. • Lead on the development of key procedures and strategies and oversee implementation plans. • Responsible for reviewing performance of service comparing to best professional practice, identifying recommending and implementing improvements in practice.
Decision making	<p>Make decisions by using initiative and make independent strategic decisions based on data, and act in an advisory capacity to the team and wider University.</p> <p>Take strategic decisions in conjunction with the Head of People Services in relation to development of budgets and staffing strategies.</p> <p>Exercise a high degree of autonomy to progress objectives in accordance with agreed timelines, normally on an annual basis.</p>
Framework and boundaries	<p>Work independently in an unsupervised environment, making major decisions of impact in a team-based approach with peers and managers, subject to the direction of the Head of People Services.</p> <p>Recommend and lead implementation of appropriate changes to policy and procedure, influencing strategy at department and University level.</p>

	<p>Freedom to act within clear policy guidelines.</p> <p>Performance is subject to regular review and annual appraisal with regular contact on ad hoc issues with the Director and other senior colleagues within People & Wellbeing.</p>
<p>Working relationships</p>	<p>Internal</p> <p>Work collaboratively with colleagues across People and Wellbeing to develop the service of People and Wellbeing , in particular, ensuring effective support is provided to HR Business Partners and HR Advisers colleagues and encouraging and promoting the use of technology to enhance the service.</p> <p>Develop and maintain effective and collaborative relationships with academic and professional services colleagues across the university.</p> <p>Discuss and agree appropriate solutions to issues, share ideas and best practice with other HR professionals and other appropriate colleagues both internally and outwith the University.</p> <p>External</p> <p>Discuss and agree appropriate solutions, share ideas and best practice with other People and Wellbeing practitioners both within the Higher Education sector and wider business community. Anticipate future trends to inform future priorities and practice.</p> <p>Liaise directly with the University’s legal representatives and full-time trade union officials.</p>

PERSON SPECIFICATION

Qualifications

			Evidence A = Application I = Interview
Essential	QE1 QE2	Relevant degree or equivalent professional experience	
Desirable	QD1 QD2	Chartered Membership of CIPD (or commensurate experience and qualifications).	

Experience

			Evidence A = Application I = Interview
Essential	EE1 EE2	<ul style="list-style-type: none"> Experienced in leading and managing a team of HR professionals/business partners. Significant HR operational experience, including complex case management. Change management experience. Experience working with Trade Unions in a complex environment. 	
Desirable	ED1 ED2	Sector experience preferred but not essential.	

Skills

			Evidence A = Application I = Interview
Essential	SE1 SE2	<ul style="list-style-type: none"> Effective leadership skills with an inclusive approach in managing a team of HR Business Partners/professionals. Adept at communicating, influencing and coaching with a proven capacity to engage, motivate and empower staff as well as a proven aptitude in enabling high performance. Significant skills in building strong partnerships and working collaboratively. Proven project management and change management skills, with the ability, supported by experience, to negotiate with staff at senior levels and influence effective outcomes. Excellent IT Skills and knowledge of Microsoft applications. Excellent negotiating skills. 	

		<ul style="list-style-type: none"> • Ability to work under pressure and respond to challenging timeframes, ensuring outcomes are effectively delivered. • Ability to drive improvements via the introduction of best practice, policy development and implementation. • Highly customer centred and results focused with the ability to think strategically and engage with internal and external contacts. 	
Desirable	SD1 SD2		

Knowledge

			Evidence A = Application I = Interview
Essential	KE1 KE2	<ul style="list-style-type: none"> • In depth understanding of employment regulations in the UK. • Knowledge of HR professional best practice concepts and the ability to apply these in an HE environment. • Knowledge of relevant legislative requirements relating to Equality and Diversity, Health and Safety, Data Protection etc., and a commitment to updating this knowledge. • Commitment to Continuing Professional Development. 	
Desirable	KD1 KD2		

Behaviours

			Evidence A = Application I = Interview
Essential	BE1 BE2	<ul style="list-style-type: none"> • Customer focused • Results orientated • Innovative • Self-motivated • Flexible • Teamworker 	
Desirable	BD1 BD2		

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