

## Job Description

### People Business Partner

### People Business Partnering Team

### Directorate of People, Culture and Wellbeing



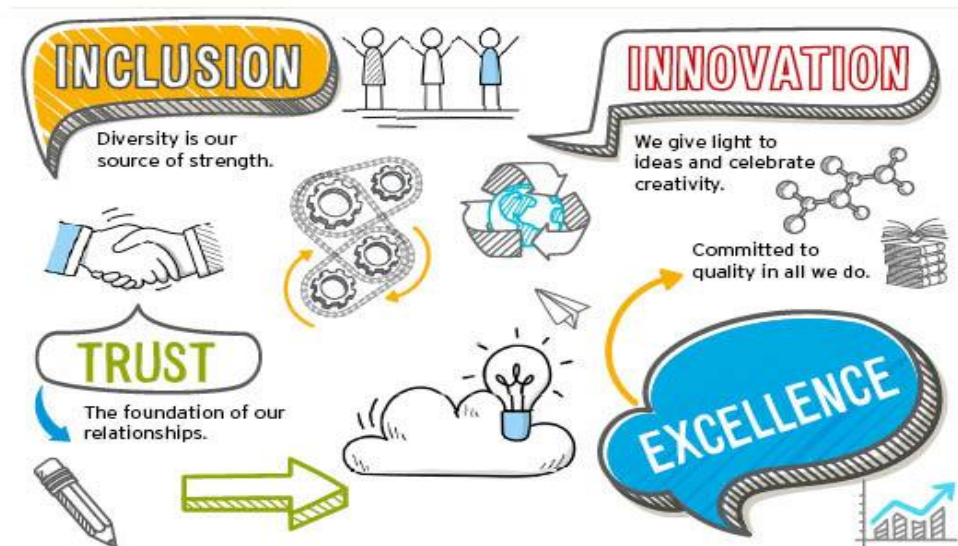
## Brief summary of the role

Role title:	People Business Partner
Grade:	9
Faculty or Directorate:	Directorate of People, Culture and Wellbeing
Service or Department:	People Business Partnering
Location:	Main Campus
Reports to:	Head of People Business Partnering
Responsible for:	People Advisors (matrix responsibility)
Work pattern:	Days tbc, 21.75 hours per week

## About the University of Bradford

### Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



### Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

## Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

## Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

## Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

## Role holder: essential and desirable attributes

### Qualifications

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or have exceptional relevant professional experience.</li> <li>• Chartered Member of CIPD or equivalent professional experience and a willingness to study.</li> </ul>
<b>Desirable</b>	

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Proven experience as an autonomous People Business Partner or in a similar role, with a demonstrated ability to think strategically and translate business goals into People initiatives, utilising problem-solving skills to identify underlying issues, address misconceptions, and propose workable solutions.</li> <li>• Effective influencing skills, with demonstrable experience of building trust, credibility and overcoming resistance, as part of successful relationships with senior stakeholders and colleagues across the University.</li> <li>• Strong conflict and early resolution skills, with demonstrable experience of using empathy, active listening, and problem-solving to find mutually beneficial solutions.</li> <li>• Strong analytical skills with the ability to gather, interpret and present data to drive informed decisions.</li> <li>• Demonstrated ability to lead and manage projects from conception to completion, including leading /collaborating with multi-disciplinary working groups.</li> <li>• Experience of partnering with senior leaders to successfully manage and facilitate change initiatives, such as restructures, with experience in creating change management plans, including communication strategies, stakeholder engagement, and risk mitigation.</li> <li>• Proven ability to 'horizon scan', identifying opportunities/ challenges and informing key decision making, seeing</li> </ul>
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	<p>the bigger picture, and operating confidently with ambiguity.</p> <ul style="list-style-type: none"> <li>• Successful track record in managing employee relations case work, including disciplinary, capability and grievance, underpinned by a detailed knowledge and understanding of UK employment legislation.</li> <li>• Experience of developing and writing people-centric HR policies and guidance documents.</li> <li>• Excellent negotiation, influencing, persuasion and networking skills to work effectively at the most senior levels within the University.</li> <li>• Excellent written and oral communication skills including the ability to write and present papers to appropriate forums, explain complex information in a manner that promotes understanding.</li> <li>• Proven ability to lead inclusive discussions, facilitate workshops, and deliver presentations.</li> <li>• Proven ability to manage changing and competing priorities whilst delivering high quality work.</li> <li>• Experience of delivering an HR service in a unionised environment.</li> <li>• Ability to assess and manage risk.</li> <li>• Evidenced commitment to continuous improvement.</li> <li>• Excellent IT skills to utilise HR systems and the full suite of Microsoft software.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• An understanding of the UK higher education sector and the issues currently facing universities or the ability to gain this knowledge quickly.</li> </ul>

## Main purpose of the role

Partner closely with senior leaders to align People strategies with the University's vision, values and objectives, ensuring that people-related initiatives support the University's growth and development; in collaboration with senior leaders, shape, guide and support the strategic planning and delivery of effective people interventions in their areas and across the University.

Implement and deliver key people projects for both the Faculty/Directorate and the wider University, with specific responsibility for ensuring the effective review, update and implementation of key University people policies.

Contribute to the provision of effective day to day people service delivery to the Faculties/Directorates.

Contribute as a member of the University People and Culture team to the development and delivery of people good practice and innovation.

## Main duties and responsibilities

*Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job, or the level of responsibility entailed.*

1. Build excellent and effective working partnerships with Dean/Directors, senior managers and other stakeholders in the role of strategic and trusted business adviser.
2. Contribute to the development of People and Organisational Development strategies. Translate these into plans and interventions aligned with the Faculty/Directorate/University vision and strategies.
3. Contribute to shaping of the overall University People strategy bringing perspectives from work with Faculties/Directorates. Challenge the status quo, anticipating challenges.
4. Actively contribute to the medium/long term (1-5 years) organisation design of Faculties/Directorates - including workforce planning to ensure that staffing structures and profiles/skills are aligned to the future needs of the University.
5. Proactively deliver future-focused and data driven advice, guidance and support to senior managers on the delivery of innovative and creative people solutions and change management processes which anticipate and meet changing workforce requirements.





6. Work with Senior Management within the Faculties/Directorates/University to drive and implement their People Strategies including talent management and succession planning, ensuring the attraction, appointment and retention of exceptional staff who will ensure that the University's ambitions are realised.
7. Working within agreed University policies, partner with Deans/Directors and senior managers to plan and deliver change initiatives, including effective communications with trade unions, managers and staff to promote engagement, involvement and effective implementation of changes to people practices and the workforce profile.
8. Deliver a consultancy style service to assigned customer group/s, gaining a good understanding of the business needs and challenges within Departments/Directorates and the University and working with Professional Services colleagues to pro-actively enhance organisational performance.
9. Coach, guide and support leaders and teams to ensure leadership behaviour is aligned to the University values; enabling senior managers to deal successfully with people management issues, developing their capability in effective performance management and employee engagement.
10. Work closely with and provide support and advice to People Advisors in conducting complex/sensitive ER case work/investigations, attending formal hearings and preparing for employment tribunals as required.
11. Maintain and promote productive trade union and equality and diversity group consultation and good employee relations within assigned customer groups which ensures effective dialogue, engagement and co-operation in relation to organisational change initiatives and the development of employment policies and procedures working towards excellent partnership leadership.
12. Lead key people interventions/projects within Faculties/Directorates and the wider University in line with the Faculty/Directorate, University and People strategy. Take a lead role in supporting the Head of People Business Partnering in the review, update and implementation of people policy updates, working collaboratively with colleagues to ensure policy updates are implemented effectively.
13. Provide expert advice on people policy matters within Faculties and Directorates, collaborate with People colleagues to update or revise policies as necessary, and guide managers in accurately interpreting these policies to ensure compliance with employment and other relevant legislation.
14. Contribute to design and delivery of learning and development events / briefings / seminars on a range of people issues e.g. engagement, recruitment and selection, policy updates, performance management and existing and evolving employment legislation.
15. Source, and oversee as appropriate, additional/specialist People support (recruitment, reward, data, Organisational Development, Occupational Health) to ensure that Faculties/Directorates receive a seamless People service. Ensure that



professional and collaborative working relationships are developed with specialist People teams and that their expertise is fully utilised.

16. Proactively highlight People service improvement opportunities and play an active role in the development and implementation of continuous improvement actions.
17. Contribute to the ongoing professional development of other colleagues, giving feedback, coaching and sharing knowledge as appropriate.
18. Undertake regular continuing professional development. Participate in and contribute to regional and national people/Legal/University networking groups through attendance at training courses, conferences, seminars and events. Keep informed of current developments and good practice in People/OD within the HE sector and beyond.
19. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)