



A PLACE TO BELONG

JOB PROFILE

Job title:	Assistant People Services Business Partner
Grade:	£30,860 - £35,282
Accountable to:	Senior People Services Business Partner
Responsible for:	Offering a full HR generalist support service for leaders to develop their teams and help create and drive a high-performance culture.

General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

Specific duties and responsibilities

Account Management

- To provide a full PSR account management support for your business area, including job evaluation and pay benchmarking.
- To provide advice, to coach and support managers with HR casework and restructuring activity across the College.
- To support leaders on the HR aspects of TUPE transfers including consultation with trade unions and staff and liaison with legal advisers as required.
- Support leaders in implementing change programmes, including consultation with trade unions and staff and liaison with legal advisers as required.
- To maintain case files ensuring they are accurately reflecting case management activity, are up to date and in accordance with data protection principles.
- To support and coach leaders to conduct investigations, interview witnesses and produce investigation reports. To ensure all cases are managed within a 4-week window, working proactively with leaders to manage the process, quickly and efficiently.

- Oversee the referral process to Occupational Health and ensure all reports are tracked and monitored for appropriate action
- Manage all absence cases in a timely manner, with a proactive approach to outcomes.
- Provide monthly monitoring reports for the Director of People & Culture and senior managers and to undertake an annual analysis of all case management.
- Track and monitor policy and procedure reviews to ensure these are kept up to date and in line with any legislative requirements or changes.
- Provide a co-ordinated office management service to the People Services team ensuring high levels of customer care are maintained, and the People Services office is covered to meet the needs of customers.
- Provide support and oversight for the ongoing development and regular maintenance of the People Services Intranet pages.
- Provide advice to managers on contracts of employment, terms and conditions and the use of HR policies and procedures.
- To support the People Services Transactional service with the administration and development the College staffing benefits scheme.
- Manage any pay award and reviews, including specific area reviews as required.
- Support leaders in implementing change programmes
- Ensure ongoing compliance with HR processes and procedures
- To take a proactive support role of managers and leaders to ensure the People agenda is met alongside the overarching College strategy

Trusted Advisor

- To act as a trusted advisor to develop and build leadership and colleague capability across the College

Development, Recruitment and Engagement

- To assist managers and leaders to work with all colleagues to build and develop high performing teams, using 121s, PDRs and performance reviews to ensure every colleague can thrive and develop in the College
- Manage the delivery of the people plan in your area
- Support engagement groups in your area
- To help support the attraction, recruitment and retention of talent at the College
- Undertake leaving well conversations as needed
- Support the building of a resource plan across all teams to move to a more proactive approach to recruitment
- Understand the needs of all areas of the College to ensure you can address the challenges and ensure recruitment is not a blocker to achievement

Culture

- Drive the right culture in the organisation, supporting leaders to ensure they create the right environment so colleagues can thrive
- Develop the colleague experience with the leaders to ensure we get it right every time
- Excite, inspire and drive forward the right behaviours in others

Organisational Effectiveness

- Feed into the People Services Business Partners (PSBPs) ensuring we have the right capability within the organisation by understanding current and future needs

- Understand job roles and job design
- Support PSBPs to help leaders to review and evaluate their service areas at least twice a year to ensure it meets the needs of the business

Analytics

- Insight lead HR: using data to inform discussion and debate. To be curious and use data to understand patterns and trends and drive better outcomes

Various

- To undertake project work as required by the Director of People & Culture, ensuring that robust project plans are in place and that projects are delivered within agreed timescales.
- Any other duties as required and deemed appropriate within the scope of the role.
- Keep professional HR development current and relevant

NOTE

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

This job profile does not form part of your contract of employment.

PERSON SPECIFICATION

Role: Assistant People Services Business Partner		E/D	A	I	T
Qualifications:					
1	To hold a Level 5 CIPD qualification or have equivalent work experience.	D	X		
2	Hold a minimum Level 2 qualification in Maths and English	E	X		
Experience and Skills:					
3	Experience of advising and providing support with HR casework	E	X	X	
4	Experience of advising on employment law, contracts of employment, terms and conditions and the use of HR policies and procedures	E	X	X	X
5	IT competence in a range of Microsoft Office packages, in particular Word and Excel.	E	X		
6	Ability to deal with matters in a confidential and discreet manner	E	X	X	
7	Knowledge of the GDPR as it affects HR casework	E	X		
8	Knowledge of the principals of contracts of employment	E	X		
9	Up to date employment law knowledge	E	X		
10	Ability to organise own workload and prioritise tasks	E	X		
11	Excellent communication and interpersonal skills.	E	X	X	
12	Ability to work using high levels of accuracy and attention to detail.	E	X		X
13	Comfortable working under pressure and at pace	E		X	
14	Ability to make decisions balancing the risks exercising good judgement skills	E	X		
15	Operate independently using own initiative	E		X	
16	Ability to operate at all levels with the College and understand business needs	E		X	
Personal Attributes:					
13	Able to work effectively as a member of a team	E	X	X	
14	Resilient and able to cope with competing demands	E	X	X	
15	Able to produce accurate work	E	X		X
16	Able to give clear advice either verbally or in writing	E	X	X	X
17	Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity	E	X		

17	Commitment to quality and excellence through evidence of continuing professional development	E	X		
18	Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	E	X	X	

KEY:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview
T	Assessed by Test