



# A PLACE TO BELONG

## JOB PROFILE

|                        |                                                                               |
|------------------------|-------------------------------------------------------------------------------|
| <b>Job title:</b>      | Assistant People & Development Business Partner                               |
| <b>Grade:</b>          | Band 6 £30,860 to £35,282                                                     |
| <b>Accountable to:</b> | Senior People Services Business Partner<br>Head of Organisational Development |

## General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College.
- Ensure that 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, Equity, Diversity & Inclusion, Health and Safety and the wellbeing of all our students and colleagues and undertake all requirements of the College, CPD and mandatory training.
- To complete and remain up to date with mandatory training.
- To participate in the College Professional Development Review (PDR) Scheme.

## Main Duties & Responsibilities

- Support the development of reports and dashboards for senior leadership and governance.
- 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.
- To undertake project work as required by the Director of People & Culture, the Head of Organisational Development, Senior People Services Business Partner and others, ensuring that robust project plans are in place and projects are delivered within agreed timescales.
- Any other duties as required and deemed appropriate within the scope of the role.

## **Learning, Development & Engagement**

- Assist in the design and delivery of learning programmes that support the college's strategic priorities, including leadership development, digital capability and inclusion.
- Contribute to the delivery of the College People Strategy, including the curriculum skills agenda, digital skills and leadership development actions.
- Coordinate logistics for training sessions, workshops and CPD events, including venue booking, raising purchase orders, material preparation and attendance tracking.
- Maintain and update the Learning Management System (LMS), ensuring accurate records and reporting functionality.
- Support the administration of mandatory training and compliance tracking.
- Actively involved with data management for all aspects of learning & development activity.
- Act as a first point of contact for colleague queries related to learning and development.
- Build relationships with internal departments and external training providers to ensure high-quality delivery.
- Co-ordinate and arrange key colleague celebration and recognition events/activities.
- Promote a culture of continuous learning and professional development across the college.
- Monitor and evaluate the effectiveness of learning interventions, using feedback and performance data to inform improvements.
- Use Learning & Development data to inform discussion and debate. To be curious and use data to understand patterns and trends and drive better outcomes.

## **People Services**

- To provide a full people account management support for your business area, including job evaluation and pay benchmarking.
- To provide advice, to coach and support managers with people casework and restructuring activity across the college.
- To maintain case files ensuring they are accurately reflecting case management activity, are up to date and in accordance with data protection principles.
- To work with investigating officials to ensure all cases are managed within a 4-week window, working proactively 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 advice to managers on contracts of employment, terms and conditions and the use of policies and procedures.
- To act as a trusted advisor to develop and build leadership and colleague capability across the college.
- Support engagement groups across your business areas of the college.
- Undertake leaving well discussions with colleagues as needed.

## **Note**

This job profile provides an overview of the principal duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of the job will change over time whilst remaining within the board remit of the role. **This job profile does not form part of your contract of employment.**

## PERSON SPECIFICATION

| Role: Assistant People & Development Business Partner |                                                                                                                                                             | E/D | A | I | T |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|---|---|
| <b>Qualifications:</b>                                |                                                                                                                                                             |     |   |   |   |
| 1                                                     | Level 2 Maths and English or equivalent                                                                                                                     | E   | ✓ | ✓ | ✓ |
| 2                                                     | Hold or be prepared to work towards a level 3 CIPD qualification or above                                                                                   | E   | ✓ | ✓ | ✓ |
| <b>Experience and Skills:</b>                         |                                                                                                                                                             |     |   |   |   |
| 3                                                     | Experience of providing administrative or advisory support within an HR, People Services, Organisational Development or Learning & Development environment  | E   | ✓ | ✓ |   |
| 4                                                     | Experience of managing and analysing data, producing reports and identifying trends to support decision making                                              | E   | ✓ | ✓ |   |
| 5                                                     | Experience of coordinating projects, events, training programmes or initiatives and delivering to agreed timescales                                         | E   | ✓ | ✓ |   |
| 6                                                     | Knowledge of HR policies, procedures and employment practices, including absence management and casework processes                                          | E   | ✓ | ✓ |   |
| 7                                                     | Strong IT skills, including Microsoft Office applications and experience of using HR, LMS or workforce systems                                              | E   | ✓ | ✓ |   |
| 8                                                     | Excellent communication, coaching and relationship-building skills with the ability to work effectively with managers, colleagues and external stakeholders | E   | ✓ | ✓ |   |
| <b>Personal Attributes:</b>                           |                                                                                                                                                             |     |   |   |   |
| 9                                                     | Committed to promoting a positive, inclusive and high-performing culture aligned to Nottingham College values                                               | E   |   | ✓ |   |
| 10                                                    | Highly organised with strong attention to detail and the ability to manage competing priorities                                                             | E   | ✓ | ✓ |   |
| 11                                                    | Proactive and solution-focused, with the confidence to challenge appropriately and influence others                                                         | E   |   | ✓ |   |
| 12                                                    | Demonstrates discretion, integrity and professionalism when handling confidential information                                                               | E   | ✓ | ✓ |   |
| 13                                                    | Curious and committed to continuous improvement, using data and feedback to drive better outcomes                                                           | E   | ✓ | ✓ |   |

### KEY:

|          |                              |
|----------|------------------------------|
| <b>E</b> | Essential                    |
| <b>D</b> | Desirable                    |
| <b>A</b> | Assessed by Application Form |
| <b>I</b> | Assessed by Interview        |
| <b>T</b> | Assessed by Test             |