



Job title	HR Business Partner	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Human Resources	Location	Kings Meadow Campus

Purpose of role

To be the trusted, strategic HR business partner for a designated area of the University. To work in partnership with senior leaders and stakeholders to develop and deliver the strategic objectives of that area with reference to the University’s Strategy and Strategic Delivery Plans. To advise, coach, influence and challenge senior leaders on performance management; organisational design and development; change management; and strategic resourcing. You will lead and participate in projects, delivering business objectives and initiatives.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Establish credibility as a trusted advisor, building and maintaining influential relationships with the senior leaders in your designated area and key stakeholders. Have a deep understanding of your area of the University, its strategic priorities, challenges and goals to provide tailored HR advice and guidance. Have a firm grasp of the key measures that define the success (or failure) of your area of the University.	20%
2	Use your business understanding, HR knowledge and strategic point of view to engage with senior leaders and line managers to influence strategies and plans, keeping people issues at the forefront. Present HR solutions with clear links to business plans and strategic objectives	20%
3	Act as the HR expert for your designated area contributing to the development of university wide policies, activities and processes, ensuring the needs of your area are considered and addressed. Embed and implement university wide and localised HR strategies, projects and polices within your designated area.	20%
4	Provide expert HR advice on organisational design and development and lead on organisational change programmes within your designated area. Be the HR lead for people plans and activities within your area such as Promotions, regrading, Nottingham Reward Scheme and area specific processes.	20%

5	Coach teams and senior managers with respect to their approach to people management. Provide honest feedback; developing their ability to effectively manage their people.	10%
6	Maintain oversight of HR casework and issues within your designated areas. Collaborate across HR team and wider business advising senior managers on interventions and liaising and working with Colleagues. Advocate for the University and be the conduit between the business and HR.	10%
7	Any other duties appropriate to the grade and role as required by the Head of HR Business Partnering	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Professional and well-developed interpersonal skills and an ability to communicate at all levels. ▪ Ability to persuade and influence in a complex environment ▪ Ability to interpret and communicate highly complex sensitive or contentious information orally or in writing ▪ Empathetic and sensitive to the needs of others. ▪ Resilience ▪ A strong team player used to working collaboratively with others. ▪ Proven ability to plan, organise and deliver within tight deadlines to meet operational demands. ▪ Pro-active problem-solving skills. <p>Skills</p> <ul style="list-style-type: none"> ▪ Good attention to detail and ability to work with speed and accuracy. ▪ Able to lead, direct and co-ordinate others. ▪ Well developed skills for mentoring and training others. ▪ Proven ability to drive the development of others ▪ Ability to work independently and deal with unforeseen problems and circumstances, using own initiative. ▪ Ability to manipulate, analyse, interpret and present complex information and data to solve problems and make recommendations for improvements. ▪ Good judgement and ability to make decisions independently. ▪ Expert in the use of Microsoft Office and HR systems 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of HR Business Partnering in a complex organisation ▪ Experience of working in a customer focused HR environment ▪ Experience of engaging with and influencing a wide variety complex experience of people at all levels and used to handling confidential or sensitive information with confidence. ▪ Experience of coaching, motivating and developing a team 	<ul style="list-style-type: none"> ▪ HR experience within a large complex organisation

	<ul style="list-style-type: none"> ▪ Experience of change management and driving change 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Educated to degree level (or equivalent) ▪ CIPD qualified (Level 5 or above) 	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



