



JOB DESCRIPTION

Job title:	HR Business Partner
Department / Unit:	Human Resources
Job type	Full-Time - Permanent - Professional Services
Grade:	RHUL 8
Accountable to:	Head of Employee Relations and Business Partnering
Accountable for:	
Purpose of the post	
<p>To be the trusted, strategic HR Business Partner (HRBP) for designated areas of the University. To work in partnership with Executive Deans, Heads of Departments/Services and other senior stakeholders to develop and deliver the strategic objectives of that area with reference to the University's strategic plan. Leading and participating in projects, delivering business objectives and initiatives, and ensuring excellence in all aspects of HR service delivery to designated areas.</p> <p>Work with HR teams to ensure that managers and staff within assigned areas of the University receive pragmatic and proactive HR support and advice.</p> <p>The HRBP identifies and acts upon the people interventions for designated areas and acts as a coach and advisor on people issues to Executive Deans, Heads of Departments/ Professional Services, such as performance management, organisational design, change management and strategic resourcing.</p> <p>The role offers a hybrid working arrangement that combines remote work and in-office collaboration. As a hybrid worker, the candidate will be expected to maintain open communication, participate in both virtual and in-person meetings, and adapt to the dynamic work environment to ensure consistent performance regardless of location.</p> <p>The HR Business Partner role is responsible for the key tasks outlined below.</p>	
Key tasks	
<ol style="list-style-type: none"> 1. Establish credibility as a trusted business partner, building and maintaining influential relationships with Executive Deans, Heads of Departments and Professional Services as well as other key stakeholders. Ensuring a deep understanding of designated areas of the University, their strategic priorities, challenges and goals. 2. Assist with the ongoing development, implementation and embedding of the HR Strategy by adopting an enabling ethos within your designated areas; taking ownership of the HR agenda for those areas and act with a significant degree of autonomy. 	

3. Working in close partnership with the Organisational Development Team, provide professional advice and guidance on medium/long term organisational design including workforce planning to ensure staffing structures and profiles/skills are aligned to the future needs of your specified areas of responsibility. This will include informal coaching and mentoring, facilitating training events as well as more formal leadership development
4. Work in close partnership with the Recruitment Team to ensure designated areas strategic resourcing needs are taken into account, hiring managers receive effective and practical advice and support and candidates receive an excellent candidate experience.
5. Working in partnership with senior managers within your specified areas of responsibility to manage change effectively, providing specialist advice on procedural issues and professional guidance on implementation and measures of success.
6. Lead, support and advise on restructures and re-organisations within your specified areas of responsibility, participating in formal processes as required. Advise on, and assist with, consultation, negotiation and where necessary employment termination proceedings.
7. Provide mediation and conciliation services in respect of staff disputes, seeking to avoid where possible the need for formal processes. Intervening at early stage to ensure that potential disputes are identified and resolved effectively.
8. To work with the HR operational team to support their portfolio of casework including disciplinary, grievance, capability, probation and ill health procedures. To take the lead on complex and sensitive casework and activities including employment tribunals. With support as necessary, developing effective approaches to deal with complex staffing issues.
9. Liaise with the HR Systems Team and other colleagues to optimise the HR System functionality. To produce and analyse relevant staffing reports in respect of, but not limited to, absence statistics, turnover rates, staff portfolio and equality measures, acting as appropriate on trends.
10. Develop and maintain effective relationships with the University's recognised trade unions and to promote and support effective communication with all staff within your specified areas of responsibility.
11. To provide advice and guidance to specified areas of responsibility on non-routine HR matters including grading and promotion and job evaluation. To undertake job evaluation using HERA as required.
12. To ensure that the annual appraisal process is fully embedded within your specified areas of responsibility and adds value to the employee, department and the University.
13. To take the lead on specific projects and areas as allocated, for example employee health and wellbeing, and employee engagement.
14. Working closely with the Equality & Diversity Officer, act as a 'champion' of equality, diversity and wellbeing for your specified areas of responsibility.
15. To work closely with the Deputy Head of HR Operations to ensure that HR policies and procedures reflect the HR strategic aims and comply with good practice and employment legislation.
16. Give appropriate attention to continuous professional development, attending seminars, conferences and other relevant learning events as appropriate.

17. Any other duties as required by the line manager or Head of Department that are commensurate with the grade

Other duties and expectations

The duties listed above may be varied from time to time as dictated by the changing needs of the University. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The post holder will be required to work closely with all colleagues within the Human Resources Department.

The following list is not exhaustive, but the post holder will also be required to liaise with colleagues in other areas, such as:

- School of Humanities
- School of Performing and Digital Arts
- Compliance and Legal Services (inc. Health & Safety)
- Finance
- HR
- Research & Innovation
- Strategic Planning

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: HR Business Partner

Department: Human Resources

	Essential	Desirable	Tested by
Qualifications and Training			
Good standard of education to graduate level or equivalent	X		Application Form
Chartered member of the CIPD and/or HR related professional qualification or equivalent	X		Application Form
Coaching and/or mentoring qualifications		X	Application Form
Skills, Experience and Knowledge			
Demonstrable ability to nurture effective professional relationships and build credibility, trust and respect with senior managers.	X		Application Form / Interview
Excellent oral and written communication skills	X		Application Form / Interview
Strong organisational skills and the ability to maintain high professional standards and behaviours when under pressure	X		Interview
Good understanding of employment law	X		Application Form / Interview
Significant experience at a senior HR professional level and of providing high level HR advise and support	X		Application Form / Interview
Evidence of effective casework management	X		Application Form / Interview
A track record of influencing senior management	X		Application Form / Interview
Evidence of effective dispute resolution, collective and individual and holding difficult conversations	X		Application Form / Interview
Experience of consultation and negotiation with trade unions			
An understanding of the UKVI regulations	X		
Experience of working in the Higher Education sector		X	
Experience			
The ability to work autonomously and as part of a team to deliver the common objective of the University	X		Interview
Proven ability to think strategically and deliver effective solutions in a complex and demanding environment	X		Interview
The ability to maintain high levels of confidentiality	X		Interview
Proven analytical skills an able to interpret and explain HR metrics	X		Interview
Commitment to excellent customer service			Interview
Resilient, supportive and practical – able to challenge diplomatically and sensitively	X		Interview