

## Job Description

<b>Job Title:</b>	HR Business Partner (Policy Development and Employee Relations)
<b>School/Service:</b>	Human Resources
<b>Grade:</b>	H
<b>Responsible to:</b>	Deputy Director of Human Resources
<b>Job Purpose:</b>	
<ul style="list-style-type: none"> <li>To lead the development, implementation and communication of the people policy portfolio, ensuring appropriate and effective involvement, negotiation, consultation, management and governance structures.</li> <li>To drive forward best practice employee relations principles and application.</li> </ul>	
<b>Main Duties and Responsibilities:</b>	
1. To develop and deliver a strategic, innovative and progressive approach to employee relations, policy development and the implementation of the policy cluster model.	
2. To demonstrate, by example, a commitment to the UCLan values and to ensure they are fully embedded and reflected in people policies and procedures.	
3. To lead engagement of key stakeholders including the recognised trade unions in the development / review and negotiation of people policies and procedures using an open and collaborative approach to identify, understand and manage expectations, feedback and differences of opinion with a focus on resolution.	
4. To scope, design and deliver concise and accessible people policies, procedures and guidance that meet legal requirements, foster and cultivate best practice and enable the successful implementation of the People Plan and ultimately the University strategy.	
5. To liaise closely with all HR colleagues to implement and embed changes to HR policies, procedures and processes.	
6. To be an active member of the University's formal negotiation groups, representing University management as appropriate.	
7. To demonstrate and actively promote partnership working with the trade unions across the University to reach a shared commitment to the achievement of University strategy.	
8. To manage and deliver the effective, accurate and targeted communication and publication of people policy, employee relations and employment law additions and changes across the university.	
9. To provide specialist people policy and employee relations advice, guidance and coaching to managers and HR colleagues, including the identification of continuous improvement opportunities.	
10. To maintain a high level of specialist knowledge, keeping up to date with employment law and driving forward thinking HR practices to inform policy development and best practice across the sector, including undertaking benchmarking and networking with appropriate groups and contacts.	
11. To support the University in responding on HR's behalf to surveys, requests for information, consultation papers and returns.	
12. To undertake any other relevant duties and responsibilities appropriate to the grade as determined by the line manager.	

# Person Specification



<b>Job Title:</b>	HR Business Partner (Policy Development and Employee Relations)
<b>Department:</b>	Human Resources
<b>Grade:</b>	H
<b>Responsible to:</b>	Deputy Director of Human Resources

Attributes	Essential	Desirable	Measured By
Work Experience	<ul style="list-style-type: none"> <li>• Significant current or recent experience of drafting, negotiating and implementing progressive/ innovative HR policies, procedures and guidance with significant impact to support a high performance culture.</li> <li>• Experience in building successful and productive working relationships and links</li> <li>• Experience of working in an operational HR role</li> <li>• Recent experience of working successfully with trades unions</li> <li>• Experience of supporting, designing and implementing flexible best practice people solutions that meet organisation needs</li> <li>• Experience of successfully supporting the development and implementation of strategic objectives such as change management programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of negotiation and consultation in a Higher Education environment</li> <li>• Experience of developing international HR and diversity policies</li> <li>• Experience of working successfully on multi-disciplinary working parties</li> <li>• Experience of working in HR in a university or comparable organisation</li> </ul>	Application form and interview
Education/ Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• MCIPD</li> </ul>	<ul style="list-style-type: none"> <li>• Employment Law qualification</li> </ul>	Application form, interview or certificates.

Skills/Abilities	<ul style="list-style-type: none"> <li>• Excellent communicator, written and oral, able to discuss, persuade and explain all aspects of HR policy to a wide variety of audiences</li> <li>• Excellent coaching skills</li> <li>• Effective partnering capability</li> <li>• Excellent negotiating, influencing and partnership building skills.</li> <li>• Ability to research and analyse information.</li> <li>• Ability to write clear and concise reports, briefings and policies.</li> <li>• Detailed and up-to-date knowledge of employment legislation and its application.</li> <li>• Proactive and able to meet deadlines.</li> <li>• Effective project management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of reward, job evaluation and pension arrangements in HE.</li> <li>• Knowledge of the HE landscape and challenges for the sector.</li> </ul>	Application form, interview and test.
Personal attributes	<ul style="list-style-type: none"> <li>• High level of drive, tenacity and emotional resilience.</li> <li>• Commitment to personal and professional development in the HR field.</li> <li>• Demonstrable commitment to the UCLan Values</li> <li>• Understanding and commitment to the aims of the Diversity Agenda.</li> <li>• Appreciation of confidentiality issues</li> <li>• Flexible and proactive working approach.</li> </ul>		Application form and interview

Signature:	
Date:	