

JOB DESCRIPTION

Job Title: Senior People Business Partner

Grade: SG9

Department: People Directorate

Responsible to: Deputy Director of People

Responsible for: N/A

Key Contacts: People Directorate colleagues, Faculties and Professional Services Directorate Leadership Team (Pro Vice Chancellor/Professional Services Director, Deputy Dean, Associate Deans, Heads of School, service/function lead), University staff networks and employer bodies and Trade union representatives (local and regional).

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

The Senior People Business Partner is responsible for:

- Translating the People Enabling Strategy into the context of their client group and supporting them with their strategic workforce challenges.
- Partnering with their client group to understand their people related challenges and requirements and to build organisational and people capabilities.
- Acting as 'the face' of HR and as strategic enablers to senior leaders within their client group providing people insights to support decision making and ensuring ensure strategic objectives are achieved.
- Evaluating and developing appropriate people solutions to help their client group achieve their objectives and vision.
- Staying aware of market trends, keeping the University market competitive and therefore an employer of choice.
- Communicate any updates/changes to policies, procedures and initiatives ensuring legal compliance.
- Support the Business Partnering team to understanding people issues, risks and challenges, trends within client group areas, developing appropriate solutions.
- Provide insights on customer need to inform the People Directorate's strategic priorities and delivery of services.

- Collaborate with other functional services (e.g. finance) to join up the corporate landscape and provide broader data insights.
- Work with Employee Relations and Change & People Analytics CoE to gather insights and leverage data analytics and predictive analysis to pre-empt future workforce concerns, leveraging insights to proactively seek and implement solutions.
- Drive a standardised and consistent approach to HR, enhancing the overall employee experience.

KEY ACCOUNTABILITIES

Team Specific:

- Act as a strategic HR adviser to client group leads, providing people insights to support decision making and offering guidance on complex people challenges.
- Partner with a specific client group and developing deep customer knowledge and understanding of their people-related challenges/ requirements while maintaining a consistent approach.
- Translate University strategic priorities and sub-strategies developed by the People Directorate into actionable plans for their client groups.
- Support with the implementation of the People Enabling strategy and lead the execution of HR projects/initiatives with their client group, ensuring alignment to the overarching University strategy.
- Work proactively as strategic enablers with senior stakeholders to ensure strategic objectives are achieved and that people practices drive high performance.

Generic:

- Enhance the approach to HR at the University by driving efficient service delivery through effective collaboration across the People Directorate.
- Act as a brand ambassador actively promoting the University and the People Directorate to internal and external audiences.

Managing Self:

- Maintain own continuous professional development (CPD)
- Develop, lead and maintain positive relationships with internal and external stakeholders.
- Role model the University's values of Impact, Collaboration and Inclusivity.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.

- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the People Directorate delivers the required level of service.

KEY PERFORMANCE INDICATORS:

Specific performance Indicators will be established in consultation with the Line Manager.

KEY RELATIONSHIPS (Internal & External):

- People Directorate Senior Management Team (Executive Director of People, Deputy Director of People, Associate Director of People Operations, Director of Equality, Diversity and Inclusion, Associate Director of Development, Talent and Reward, Head of Employee Relations, Change and People Analytics).
- People Operations Specialists (Recruitment, UKVI, Data & Analytics, Employee Relations, HR Information Systems).
- Faculties and Professional Services Directorate Leadership Team (Pro Vice Chancellor/Professional Services Director, Deputy Dean, Associate Deans, Heads of School, service/function lead).
- University staff networks and employer bodies.
- Trade union representatives (local and regional).

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Substantial experience of working in a senior HR business partnering role in a large, complex organisation.
- Substantial experience of developing client-group specific knowledge while maintaining a consistent approach.
- Substantial experience of working as a strategic enabler with senior stakeholders to ensure strategic objectives are achieved and that people practices drive high performance.
- Significant experience of translating strategic priorities and data insights into actionable plans for client groups.
- Significant experience of delivering people/workforce strategies and executing of HR/workforce projects and initiatives with client groups.
- Substantial experience of gathering and using data and information to provide insights into people issues and guide decision-making.
- Significant experience of undertaking strategic workforce planning.
- Significant experience of market trend analysis.

Desirable Criteria

- Experience of working in HR in the Higher Education Sector.
- Multi-site working environment management experience.

SKILLS:

Essential Criteria

- Advanced knowledge of HR business partnering practices and application.
- Excellent stakeholder relationship management skills.
- Excellent verbal and written communication
- Strong coaching and influencing skills.
- Ability to develop deep customer knowledge and understanding of people-related challenges / requirements.
- Ability to link people management and development practices to long-term business goals and outcomes.
- Expert knowledge of strategic business capability planning.
- Knowledge of analytics, demand forecasting, data management and insights.
- Advanced presentation skills.

- Advanced coaching skills.

Desirable Criteria

- Microsoft Office suite to intermediate level

QUALIFICATIONS:**Essential Criteria**

- Chartered member of the CIPD OR equivalent.
- Level six qualification in HR or business discipline OR equivalent experience.

Desirable Criteria

- Level seven qualification in HR OR equivalent.
- Membership of a relevant professional body.

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.