

JOB DESCRIPTION

Job Title: Associate Human Resource Business Partner (Policy & Advice)
Ref Number: HRS115
Campus: Hendon
Grade: Grade 7
Salary: £38,206 - £43,887 per annum inclusive of Outer London Weighting
Period: Permanent

Reporting to: Senior HR Business Partner (Head of Employment Programmes and Policy)

Reporting to Job Holder: Temporary staff as appropriate

Overall Job Purpose

- Ensure that the University's people policies and processes are fit for purpose, aligned with our strategy, and are communicated clearly and concisely to the relevant stakeholders and audiences throughout our services and faculties.
- Provide specialist knowledge and support in the creation, development and maintenance of all contractual terms, associated policies and documentation.
- Forge constructive relationships with key internal and external stakeholders including our trade unions.
- Provide a professional service to managers on all aspects of HR delivery and employee relations matters.

Main Responsibilities

- In consultation with internal stakeholders, ensure the content of employment contracts, policies and handbooks are legally compliant and reflect the University's brand, values and evolving needs. Under the direction of HR senior management, work closely with stakeholders (including unions) to ensure that procedures and policies are fit for purpose, aligned with the organisation and aimed at improving employee engagement.
- Ensure that changes and amendments are effectively communicated to relevant key stakeholders.
- Ensure that people related policies are effectively managed, reviewed and updated in line with agreed guidelines.

- Use data and analytics to measure the effectiveness of tools and policies and understand the landscape for further improvement, using systematic feedback mechanisms for evaluating effectiveness.
 - Provide expert Associate Business Partner input across a range of HR operational issues (generalist/specific expertise). Design and deliver high impact solutions that meet the needs of the business to services, as directed.
 - Working closely with the Organisational Development team and HR colleagues to coach and build the capability of managers.
 - Participate in relevant projects, working groups leading and championing as appropriate the University's people policies, and improving its reputation as an employer of choice.
 - Keep up to date with legislative changes, external trends and best practice in the areas of expertise and HR more broadly, updating and making recommendations accordingly.
 - Support the HR service delivery team to ensure all employee related support materials are up to date and legislatively compliant e.g. letter templates, policy guides and supportive documents.
 - Ensure that all changes and updates are accurately published on University intranet.
 - Through continuous professional development (CPD), maintain and keep abreast of employment and related legal, employment updates.
 - Support the Senior HR Business Partner and the wider HR team with change initiatives across the business providing professional advice to designated managers providing specific advice, expertise and solutions on employee relations issues, and around the use of the University's HR policies and practices.
 - Support line managers to ensure that they effectively manage performance.
 - Provide coaching and practical support for line managers to support consistency in all HR related practices.
 - Develop and execute simple, transparent and structured HR process flows to support managers.
 - Consistently deliver an accurate and timely response to transactional activity and business issues.
 - To respond to Freedom of Information, General Data Protection Regulations 2018 (GDPR) and/or Subject Access Requests for the HR team.
 - Undertake other duties commensurate with the overall purpose of the role from time to time as determined by the Senior HR Business Partner and members of the HR Leadership Team.
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- The duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.
 - The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager
 - The postholder will actively follow MU policies including Equality & Diversity policy

PERSON SPECIFICATION

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ESSENTIAL CRITERIA

Education/Qualification,

1. MCIPD
2. Educated to degree level or equivalent experience

Experience

1. Experienced HR practitioner with a wide range of generalist operational knowledge – particularly in policy development.
2. Proven experience of composing, updating and clarifying people policies, procedures, processes and guidelines, in line with legislative changes, best practice, external guidelines and or other.
3. Ensuring that these are effectively implemented and communicated appropriately.
4. Experience of drafting changes to a range of employment Terms and Conditions, across a complex organisation, in liaison with relevant stakeholders.
5. Ability to analyse and interpret complex policy provisions and situations and provide practical and effective solutions to a range of stakeholders.
6. Exposure to designing and developing HR related guidance documents for line managers to enable them to manage their people effectively
7. Experience of supporting complex case management successfully.
8. Ability to write and communicate clearly and effectively to a variety of audiences
9. Ability to make sense of complex and ambiguous situations; grasp and articulate business challenges quickly
10. Coordinating and implementing complex projects

Knowledge and Skills

1. Demonstrable in-depth knowledge and understanding of up to date UK employment legislation and best practice.
2. Effective communicator both verbally and in writing, with proven experience of writing clear and easily understood policies, procedures, papers and documents.
3. Experience of updating the HR web pages
4. Excellent planning and organizational skills, with the ability to project manage and provide creative solutions
5. Experience and ability to coach and support line managers through periods of change and in assisting them to manage performance
6. You will have the ability to contribute to the strategic planning process using workforce data to analyse and understand data
7. Proficient IT skills
8. The ability to work effectively with a diverse range of people and to be able to embed the philosophy and benefits of working in an a diverse and equal opportunity environment

DESIRABLE CRITERIA

1. Exposure to best practice HR including well-being and engagement initiatives
2. Experience of working in Higher Education
3. Ability to contribute to the strategic planning process using workforce data to analyse and understand data

Working conditions:

Hours: 35.5 hours per week for 52 weeks per annum

Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation.

No parking at Hendon campus: there are any parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered.