

JOB DESCRIPTION

Job Title:	Human Resources Business Partner
Job Ref:	HRS158
Grade:	8
Salary:	£51,569 pro rata inclusive of Outer London Weighting, rising to £59,282, incrementally each year.
Hours:	35.5 hours per week, actual daily hours by arrangement
Period:	Permanent
Campus	Hendon (Blended Working)
Reporting to:	Head of People Partnering and Policy
Reporting to Job Holder:	HR Advisor

Overall Job Purpose:

To contribute to the achievement of the University's Strategic Plan 2031, People Strategy and Service level objectives, through the provision of pro-active Human Resource partnering, support and advice to School/Service customers.

Provide a professional service to managers on all aspects of HR delivery and employee relations matters.

Work with managers to assess and develop the effectiveness of their people management approach, through an effective use of HR management information.

To contribute to the development of the University's HR Strategies, projects, policies and procedures.

Principal Duties:

1. To work in partnership with senior management teams and staff in Schools and Services and contribute to the annual business planning process at School / Service level. This may include:
 - drafting the people elements of these documents where appropriate using workforce data;
 - assisting Senior Managers to express their HR demands against their business requirements;
 - working with Senior Managers to ensure their business plans are aligned with the HR strategy and the wider Strategic Plan.
 - Succession planning.
2. To act as HR Business partner as well as lead for providing professional advice to designated managers (Deans, Heads of Service and other appropriate managers) providing specific advice, expertise and solutions on employee relations issues, and around the use of the University's HR policies and practices, this may include:
 - collation, analysis, evaluation and resolution of circumstantial casework;
 - discussions, hearings, consultations and negotiation with involved parties;
 - liaison with external professional advisers, including legal and medical

- practitioners;
 - assessment of legal implications and risks affecting a case;
 - development of potential options to resolve a case, ranging from negotiated settlements, new management practices, to performance monitoring, early retirement and dismissal;
 - development of strategy and approach for wider issues such as collective disputes;
 - taking decisions regarding the best course of action and developing recommendations;
 - Professional lead on employee relations casework including monitoring the status of cases and managing the process, co-coordinating involved parties.
3. Each HRBP will be expected to support a range of HR /University priorities and projects but will also provide support in core areas such as:
- Assisting with the continuous improvement of our HR policies, procedures and guidelines, including undertaking consultation and negotiation with managers, staff and our unions as necessary;
 - undertaking projects in support of the HR people strategy, the strategic plan, and in support of school and service plans
 - Assisting School's and Services to respond to and embed University wide HR initiatives
 - Recruitment and Selection.
4. To work with senior managers and Executive, to affect organisational change projects, identifying the HR implications and risks of change management strategies, supporting the implementation of the change and consulting or reporting as appropriate to internal or external bodies.
5. To manage, coach, and mentor HR advisers, working collegially with all other HR and university colleagues.
6. Coach and influence managers in order to develop their people management/leadership skills and constructively challenge inappropriate behaviours/actions – liaising and working closely with Staff Development partners to address development needs and provide appropriate training.
7. To advise and work collaboratively with staff in HR and from Services and Schools on HR and University wide initiatives and projects, providing innovative solutions when necessary in line with the strategic goals, and always looking for continuous improvements.
8. Contribute to the analysis and evaluation of job descriptions to determine grades for all levels of staff, and assessment of associated budgetary, structural and organisation factors, raising issues as appropriate.
9. To support recruitment and selection exercises as appropriate, considering potential risks and ensuring that all immigration concerns are managed as part of the sponsorship process.

10. To understand and advocate the University's equality agenda in all aspects of HR.
11. To act as a client for their designated managers by working closely with colleagues in HR to ensure that the quality of HR operational delivery and provisions is of a high standard and meets the requirements of its customers, an.
12. To engage in network opportunities and Continuous Professional Development.
13. To undertake other duties commensurate with the overall purpose of the role from time to time as determined by the Head of People Partnering and Policy including representing him/her at meetings.

PERSON SPECIFICATION

Job Title: Human Resources Business Partner
Campus: Hendon

ESSENTIAL CRITERIA

Education/Qualification,

1. Degree level or equivalent experience
2. Member of the Chartered Institute of Personnel and Development (MCIPD) or have equivalent experience or an equivalent qualification.

Experience

3. You will have experience of working as an integrated HR professional as part of the business, working closely with colleagues to enable them to achieve their corporate objectives.
4. You will have successful experience of managing and delivering the full range of employee relations issues, which should include liaising and negotiating with the trade unions and dealing with complex case work.
5. Have successful experience of leading and supporting on organisational change projects of varying sizes and levels of complexity leading to successful outcomes, for the business and for the staff.
6. Experience of working in a large and pressurised environment with limited resources prioritizing demands and working to tight deadlines
7. Ability to manage and or supervising more junior staff - managing performance and providing guidance and support

Experience and Knowledge

8. A good and up to date working knowledge of employment law
9. A knowledge of key trends and best practice in HRM

Experience, Knowledge and Skills

10. You will be an effective communicator both verbally and in writing, with proven experience of writing policies, procedures, papers and documents
11. Excellent planning and organizational skills, with the ability to project manage and provide creative solutions
12. Experience and ability to coach and support line managers through periods of

change and in assisting them to manage performance

13. You will have the ability to contribute to the strategic planning process using workforce data to analyse and understand data, and interpret this with your business partners
14. Effective interpersonal skills which include effective influencing skills, evidence of being able to build relationships with a wide range of people at different levels, the ability to analyse, self-motivation
15. Proficient IT skills
16. The ability to work effectively with a diverse range of people and to be able to embed the philosophy and benefits of working in a diverse and equal opportunity environment
17. Demonstrable commitment to fairness and the principles of equality and inclusion.

DESIRABLE CRITERIA

18. Expert knowledge of employment law
19. Exposure to best practice HR including well-being and engagement initiatives
20. Experience of working in Higher Education

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Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

Fixed Term Contract

This temporary appointment is for the following allowable reason:

- To carry out specific work/project to support Accelerated growth project.

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.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

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

If you wish to discuss the job in further detail please contact Odile Anderson, Head of Employee Relations, Policy and Programmes by email on: o.anderson @mdx.ac.uk.