

JOB DESCRIPTION

JOB TITLE	Senior People Partner
EMPLOYER	University of Brighton Academies Trust
LOCATION	Based in Falmer or Hastings/St Leonards area with frequent travel to other Trust locations
SALARY	£43,504 - £47,546 (LMG2)
RESPONSIBLE TO	Head of People
RESPONSIBLE FOR	People Partner and Health & Wellbeing Advisor
MAIN PURPOSE OF THE JOB	<ol style="list-style-type: none"> 1. To work with senior managers to identify understand their people needs and challenges and to develop and implement effective people solutions which facilitate the achievement of strategic objectives. 2. To work with the Head of People to develop and implement people strategies. 3. To advise, guide and support managers with the management of informal and formal employee relations casework and change, providing an efficient and effective, quality-driven customer-focussed service and ensuring compliance with legislation, policy and best practice. 4. Lead and manage the performance and development of the People Partner team and direct reports. Deputise for the Head of HR & Organisational Development.
MAIN TASKS / KEY RESPONSIBILITIES:	
1.0	To work with senior managers to identify understand their people needs and challenges and to develop and implement effective people interventions which facilitate the achievement of strategic objectives.
1.1	Lead the implementation and embedding of the new People operating model for the People Partner team.
1.2	Build and maintain effective and productive working relationships with senior managers and other key stakeholders.
1.3	Work collaboratively with senior managers to understand their people needs and challenges, including workforce planning, organisation and job design, talent management and succession planning.
1.4	Build the case for change / people interventions. Design and deliver strategic and operational people solutions that take account of risk and meet business needs and priorities. Work collaboratively with colleagues in the People team and other stakeholders (e.g. Finance), as required.

1.5	Provide advice and guidance on the implications and management of change. Provide subject matter expert support to facilitate the effective management of change.
2.0	To work with the Head of HR & Organisational Development to develop and implement people strategies
2.1	Work collaboratively with colleagues in the People team to implement the new People operating model, and to drive consistency of approach and people management compliance across the Trust.
2.2	Lead and/or contribute to People-related projects. Contribute to the monitoring and evaluation of people interventions.
2.3	Review, develop and lead the implementation of people policy, procedure, processes and working practices, ensuring compliance with legislation, and making best use of available technology.
3.0	Advise, guide and support managers with the management of employee relations, providing an efficient and effective, quality- driven customer-focussed service and ensuring compliance with legislation, policy and best practice and the appropriate mitigation of risk.
3.1	Provide proactive advice and guidance for line managers across the full range of people issues to facilitate the effective management and resolution of informal and formal employee relations cases, balancing risk and business needs.
3.2	Coach and develop managers at all levels to encourage and enable a proactive and anticipatory approach to people management and facilitate the development of culture.
3.3	Design and deliver (or source), and evaluate, a range of people management related training and resources.
4.0	Lead and manage the performance and development of the People Partner team and direct reports. Deputise for the Head of HR & Organisational Development.
4.1	Take overall responsibility for the management of employee relations casework, including the most complex and claims) and for the planning and implementation of delegated projects. Act as the subject matter expert within the team, working with Trade Unions and other key stakeholders as required. Monitor and report on the quality of advice and support.
4.2	Lead the development of, and routinely provide, timely and accurate management information for a range of stakeholders (e.g. casework, attendance), collaborating with the People Information & Systems Officer where required. Analyse management information, monitor trends and proactively use this to inform people interventions and the development of strategy and plans.
4.3	Oversee the planning and implementation of delegated People Partner projects and interventions.

5.0	Other duties
5.1	Keep up to date with external trends and people management best practice. Proactively share knowledge and best practice across the People team.
5.2	Contribute to Trust projects and to the development of policies and procedures as required.
5.3	Undertake other reasonable duties as directed by your line manager
5.4	Carry out all activities in line with the Trust's Human Resources, Data Protection, Health & Safety and Equal Opportunities policies and the Trust's Financial Regulations
Date: May 2019	
Additional Information	
<ul style="list-style-type: none"> • All Support Staff posts within the Trust are subject to a six-month probationary period. • This post is subject to a Disclosure and Barring Services (DBS) check. • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.	

PERSON SPECIFICATION

The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy them, and their evidence of potential for developing the rest further. Most of the criteria must normally be met in order to qualify for selection.

	ESSENTIAL	DESIRABLE
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	<ul style="list-style-type: none"> • CIPD qualified (level 7) or equivalent • Educated to degree level or equivalent 	
EXPERIENCE	<ul style="list-style-type: none"> • 5 – 7 years' experience of providing a range of people advice and guidance to managers at all levels • Experience of managing complex employee relations casework • Experience of change management • Up to date knowledge of employment law and equality legislation • Experience of analysing and using management information to identify and monitor trends • Experience of coaching and developing managers at all levels • Experience of leading and managing team performance and development • Experience of line management 	<ul style="list-style-type: none"> • Experience of working in the education sector • Experience of leading HR projects • Experience of workforce planning • Experience of organisation / job design • Experience of talent management • Experience of succession planning • Experience of working with trade unions
SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> • Excellent verbal and written communication and presentation skills • Excellent negotiation and influencing skills • Works on own initiative • Strong team player • Strong ability to work collaboratively with internal and external stakeholders • Strong problem solving, critical thinking and analytical skills • Excellent organisational and time management skills to meet deadlines / business needs • Competent using Microsoft office and HR information systems 	

SPECIAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to travel to Trust sites and other locations for meetings, training, etc. 	<ul style="list-style-type: none"> •
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