

# Job Description

## General Details

Job title:	HR Business Partner – Organisational and People Development
Faculty/School/Service:	Human Resources & Organisational Development
Normal Workbase:	Stoke Campus
Tenure:	Fixed Term for up to 12 months
Grade/Salary:	Grade 8
Date Prepared:	July 2018

## Job Purpose

- To deliver a contemporary and credible OD and People Development Service to the University based upon highly effective business relationships and delivering transformational change aligned to the achievement the HR&OD Strategy, University's Strategic Plan and School/Service Business Plans and grounded on a good understanding of the University's culture, values and emergent business challenges.
- To design, deliver and manage a variety of OD interventions and solutions, in line with the approach identified within the University's HR&OD Strategy.

## Relationships

Reporting to:	Assistant Director of Human Resources and Organisational Development
Responsible for:	None
Other Key Relationships:	Deans of School/Directors of Service SMTs HRBPs/HR Service Centre Manager Unions (UCU and UNISON)

## Main Activities

1. To take a leading role to maximise the positive impact of people performance by establishing and embedding the Organisational and People Development offering and build on the approach to developing a highly engaged, motivated and high performance workforce.
2. To work collaboratively with senior managers and HR Business Partners in the development of workforce plans to anticipate operational requirements aligned to the requirements of the Schools/Services Business Plans and University's Strategic Plan, identifying and developing a range of KPIs to monitor emergent needs, measure outputs and achievements of interventions.
3. To recommend, design (or assist in the design), implement and deliver of a range of contemporary OD and people development programmes and interventions tailored to attracting, engaging, building capacity and retaining top talent, within the University and Schools/Services, maximising the use of the

University's apprenticeship levy and using a range of OD theories, tools and techniques. Interventions could include, but not limited to: Career development, Values and Culture, Leadership, Behaviours and Competencies, HR Policy Development, Performance, Engagement, Onboarding, Talent, Change Management and succession planning.

4. To co-ordinate, design and deliver leadership and management development workshops, masterclasses, seminars, events and online training as identified by the Workforce Development Plans, HR&OD Strategy and the University's Strategic Plan designed to enhance leadership capabilities at all levels.
5. To design, develop, co-ordinate and publicise a range of e-learning programmes and resources designed to support workforce development.
6. To monitor and analyse the quality and effectiveness of OD interventions to identify, design and deliver effective improvements.
7. To encourage the embedding of more effective people management competencies by providing coaching and mentoring support and to demonstrate a coaching ethos in the development of individuals, teams and the wider University.
8. As a senior member of HR&OD, work collaboratively with colleagues across the HR function to contribute to the development of HR through active participation in department-wide initiatives, plans, policies, procedures and strategy.
9. Undertake specific one-off activities (including delivery of relevant training) and/or to participate in longer term strategic projects across the University, either taking the lead or acting as a member of a multifunctional team.
10. Carry out such duties as may be required and are commensurate with the grade of the post and its senior role within the University.

### Special Conditions

Whilst the post is based at the Stoke Campus, the role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

### Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to upload a CV and ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.