



Job Description

Job title	Assistant Human Resources & Organisational Development Business Partner
School/Service	Human Resources & Organisational Development
Normal Workbase	Stoke Campus
Tenure	Temporary – maternity cover for 6 months
Grade/Salary	6
FTE	1.0 FTE (full time working 37 hours per week)
Date prepared	September 2024

Job Purpose

- To support the delivery of an effective and customer focussed HR service to a designated portfolio of Schools and Services across the University by providing advice and support on a broad range of people related issues in accordance with internal policies and procedures and legal requirements.
- To provide support within HR&OD on delivering transformational and cultural change aligned to the University's Strategy, Business Plans and Enabling Strategies.
- Contribute to the development and review of HR processes and procedures to ensure excellent customer experience and a digital approach.

Relationships

Reporting to: HR&OD Business Partner

Responsible for: N/A

Main Activities

- Provide generalist HR advice and support on terms and conditions of employment, HR policies and procedures across all aspects of the employee lifecycle providing pragmatic solutions to ensure resolution in a timely manner.
- Work closely with colleagues within HR&OD in providing support and advice to cultural improvement and transformational change aligned to the University's People Strategy and School/Service Business Plans and Enabling Strategies,

which will include the development and management of talent, succession planning, and workforce training and development.

- To take a lead on appropriate project work and activities to support the department and the University, which foster innovation and/or follow best practice, taking a digital approach where appropriate.
- Maintain oversight of recruitment activity for portfolio areas, ensuring that recruitment documentation is accurate and of a high standard, and ensure that recruitment processes reflect best practice.
- To advise on HR&OD compliance matters, including UK Visas and Immigration regulations, Disclosure and Barring Service checks, data protection and safeguarding.
- To manage restructures and organisational change and to provide support in managing large-scale organisational change programmes, advising line managers on staffing, structures and new roles, and supporting the process as required.
- Manage sickness absence cases, working closely with the line manager and Occupational Health to achieve positive outcomes. Monitor sickness levels and trends and ensure that Schools and Services maintain a proactive approach to absence management
- Monitor and co-ordinate the process for fixed term arrangements across Schools and Services ensuring that end dates are flagged and that line managers take action in a timely manner
- Advise managers and employees on statutory leave entitlements such as maternity, paternity, adoption and shared parental leave.
- Lead on the research, review and development of HR policies and procedures within the legal framework of employment legislation
- Take the HR lead on employee relations casework including performance management, probationary periods, and grievance and disciplinary investigations as required
- Manage the exit questionnaire process, analyse data and provide regular reports to portfolio areas.
- Produce a range of management reports as required, to include areas such as turnover, sickness absence, mandatory training and inclusion data.
- To participate in the University's job evaluation scheme (Higher Education Role Analysis) as a grading panel member, ensuring new posts and role changes are appropriately graded.
- Undertake the day to day administration of a variety of human resources processes and procedures

- Actively seek opportunities to increase HR skills and knowledge, including up to date knowledge of employment law
- Represent HR and OD on internal and external committees and working groups, and to provide administrative support at meetings as required.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- To undertake any other reasonable duties as may be required from time to time.

Special Conditions

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.

The role holder will work 37 hours per week with the majority of the time spent on our Stoke-on-Trent campus, but with the opportunity to work flexibly through our remote working policy.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The 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 postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

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

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

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.