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University of Sunderland

## Role Profile

lifechanging



**University of  
Sunderland**

### Part 1

#### Assistant HR Business Partner

<b>Job Title:</b>	Assistant HR Business Partner
<b>Reference No:</b>	0570-21
<b>Reports to:</b>	HR Business Partner
<b>Grade:</b>	Grade E
<b>Working Hours:</b>	30 hours - 0.8 FTE/37 hours - 1 FTE (2 roles)
<b>Faculty/Service:</b>	Human Resources
<b>Location:</b>	Edinburgh Building
<b>Main Purpose of Role:</b>	<p>To assist the HR Business Partners using experience and judgement to provide best fit advice on a range of HR issues. Provide a proactive, solutions-focused HR service to relevant client support areas in line with the people priorities and the University People Plan.</p> <p>To support managers and staff to create a high-performing, agile and engaged workforce that feels valued and motivated.</p> <p>To provide business-focused HR advice on the people and organisational implications of operational plans within the client support areas and support the HRBP in delivering strategic OD and ER initiatives.</p>

## Key Responsibilities and Accountabilities:

### **Organisational Design and Development:**

- Directly assist the HRBP with restructuring from start to finish including resource planning work, drafting documents, attending consultation meetings, advising line managers.
- Build an awareness of workforce and staff budget planning to identify the capacity and capability of the University to deliver its objectives. Shadow the HRBP at key meetings to gain knowledge and experience of these processes.
- Support on the delivery of OD initiatives and cultural change programmes.

### **Service Delivery and Management Information:**

- Deliver customer focused HR service delivery across the entire employee lifecycle, applying exceptional process and project management to enable effective and cost-efficient HR service delivery.
- Provide relevant MI when requested to areas or the HRBP.

### **Employee Relations:**

- Ensure that the individual and collective relationship between the organisation and its employees are managed appropriately within the legislative and organisational frameworks.
- Interpret HR Policies and employment legislation, advise on risk management and coach and support managers in handling change processes and casework.
- Conduct investigations in relation to casework, interpreting conflicting information and making recommendations on outcome. Attend hearings for conduct, capability and grievances.
- Work in conjunction with the HRBP on more complex cases and identify what support and advice is needed to progress them.

### **Employee Engagement:**

- Work to strengthen the connection that all employees have with their work and colleagues and to their organisation so that employees are more fulfilled by their work and make a greater contribution towards organisational objectives; give particular attention to good leadership and management.

### **Performance and Reward:**

- Help create and maintain a high-achieving organisation culture by supporting the delivery of programmes that reward and recognise key employee capabilities, skills, behaviours, experience and performance.
- Conduct job evaluation and contribute to the role review and lecturer to senior lecturer rounds.

### **Resourcing and Talent Management:**

- Provide advice and guidance on recruitment and selection matters.
- Participate in recruitment activities as required including sitting on interview panels.

**Additional responsibilities:**

- Be the EDI link for the HR Business Support team.
- Be a member of any required project working groups/participate in project work within the HRBP team or wider department as required.
- Support with ensuring that policies, systems and practices are fit for purpose, fully compliant with laws and regulations and aligned with the People Strategy and Strategic Plan specifically workforce planning, resourcing (including job evaluation and workload allocation) and recruitment (including contract management), casework, equality and diversity and compliance with UKVI regulations.
- Undertake continuous professional development to ensure knowledge of legislation and best practice in current and relevant.

## Part 2

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### Part 2A: Essential and Desirable Criteria

#### Essential

##### Qualifications and Professional Memberships:

- CIPD Level 7 with relevant experience in a similar role or significant HR experience in a similar role in a medium to large complex organisation.

##### Knowledge and Experience:

- Significant experience of partnering with senior managers to achieve strategic aims.
- Experience of being able to network effectively and build and maintain strong relationships with colleagues at all levels.
- Thorough and up to date working knowledge of existing and forthcoming employment legislation and experience of its practical application in a medium or large complex organisation.
- Experience of planning and managing operational and strategic organisational change projects including complex restructures.
- Strong team player with personal presence, resilience and credibility with a track record of using influencing skills to achieve positive results.
- Excellent oral and written communication skills.
- IT and numeracy skills including ability to use Microsoft Office applications and analyse and interpret data.
- Evidence of commitment to continuous professional and personal development.

#### Desirable

##### Qualifications and Professional Memberships:

- Chartered MCIPD (candidates are expected to work towards chartered membership and Level 7 if not already achieved)

**Knowledge and Experience:**

- Awareness of Public Sector and HE Sector culture and issues.
- Experience of working with clinical academic staff or previous NHS employment.
- Experience of working, consulting and/or negotiating with trades unions.

## Part 2B: Key Competencies

Competencies are assessed at the interview/ selection testing stage

### Communication

#### Oral Communication

- Summarises and interprets complex, conceptual and special matters to aid others' understanding and aimed at their needs.
- Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes.
- Monitors understanding of others, develops approach and takes corrective action if required.

#### Written Communication

- Conveys information of a complex, conceptual and specialist nature using a range of styles and media selected to meet the needs of others.
- Presents complex information in formats appropriate to non- specialists without comprising meaning.
- Monitors the reactions of others and takes appropriate steps to remedy any miscommunications.

### Decision Making

#### Independent Decisions

- Considers wider impact of decisions, assesses possible outcomes and their likelihood.
- Uses judgement to make decisions with limited or ambiguous data and takes account of multiple factors.
- Distinguishes between the need to make a decision, when to defer and when not to take a decision.

#### Collaborative Decisions

- Helps others to explore options that initially appear to be inappropriate or unfeasible and recognise when a decision is or is not needed.
- Enables others to contribute to decisions.
- Ensures that options are weighed, outcomes identified and chances of success considered.
- Challenges decisions, appropriately to ensure consideration and processes are robust.

### **Initiative & Problem Solving**

- Initiates processes and procedures to resolve new problems.
- Anticipates possible implementation difficulties and identifies practical ways of overcoming or preventing them.
- Takes account of others and the broader context when generating options.

### **Pastoral Care & Welfare**

- Deals with difficult situations or confidential matters, according to policy and procedures.
- Involves others or refers elsewhere for assistance if the situation becomes more complex and if additional help or information is required.

### **Planning and Organising Resources**

- Actively seeks information to support planning and prioritisation of work.
- Ensures that time and resources are used effectively to their maximum efficiency.
- Checks and reports on progress and achievement against plans to key parties.
- Develops plans to take account of problems, delays and new priorities.
- Co-ordinates the work of others to improve performance and use of resources.

### **Service Delivery**

- Adapts services and systems to meet customers' needs and identifies ways of improving standards.
- Learns from complaints and takes action to resolve them.
- Collates feedback and views from customers and keeps up-to-date with market trends to inform service development and make changes.
- Actively promotes services.
- Monitors standards and levels of service constantly.
- Identifies ways of making improvements to standards based on feedback and anticipated changes in the market.

### **Team Development**

- Plans and generates training and development opportunities to meet team members current and future learning needs.
- Enables team members to apply their learning.
- Evaluates learning and development activities with those involved.

### **Teamwork & Motivation**

- Ensures appropriate resources and support are available so that the team and individual members are able to achieve their objectives.
- Monitors progress and takes appropriate action to deal with difficulties or slippage.
- Deals with conflict within the team.
- Creates a sense of common purpose.

**Date Completed:**

**January 2022**