

Job Description

Group Member:		Luminate Group Services	
Job Title:		HR Business Partner	
Reports to:		Deputy HR Director	
Job Grade	Spot Point	Department	HR & OD

CORE RESPONSIBILITIES:

1. Support the delivery of the Group People Strategy and the strategic vision of the organisation from a people perspective.
2. Deliver an exemplar HR Business Partner service by engaging with and supporting the Business Planning process, using workforce information, performance data and targeted interventions to create solutions.
3. Provide innovative solutions to support managers with workforce (talent and succession) planning and people management activities.
4. Lead on HR projects: change management, restructures, TUPE, Group-wide transformation programmes to ensure effective implementation of and compliance with all policies and procedures.
5. Lead on and provide case management support on Employment Tribunal, serious and complex employee relations cases, liaising with legal advisors, as appropriate.
6. Promote the vision for HR by role modelling positive personal and team working attributes and taking accountability for ensuring the HR Shared Service model is embedded successfully.
7. Act as a 'critical friend' and trusted partner to senior leaders, providing technical advice, guidance and leadership as required.
8. Coach and mentor line managers, to help develop people management and organisational development skills, to support a sustainable future.
9. Work with colleagues to design and deliver high impact solutions that meet the needs of the Group, in conjunction with OD and wider teams.
10. Responsible for the line management and development of HR Advisors and Employee Relations (ER) Advisors.
11. Cultivate a positive partnership approach with the recognised trade union partners.
12. Participate in relevant projects, leading and championing the Luminate Education Group aspiration to be a 'best in class' organisation and locally an employer of choice.
13. Support on the development of knowledge, skills and practice across the service, including effective line management of HR team members.
14. Develop, monitor and maintain key performance indicators and ensure that appropriate workforce information is used to drive performance improvement

strategies and contribute to the cultivation of a healthy work environment and culture.

15. Take responsibility for continuous improvement of the service through redesigning of processes, maximising the use of IT and improving customer experience. Support audit and compliance processes.
16. Contribute towards the governance and performance management of the HR&OD service, e.g., SAR, Ofsted, quality processes and performance, including ad hoc report writing.
17. Deliver an enabling and responsive, customer-focused HR and OD service
18. Work collaboratively and consultatively across the Group to ensure the service proactively supports managers, employees and key stakeholders.
19. Commit to the delivery of a professional manager-led HR and OD Service
20. Contribute towards service cross-functional projects and work streams
21. Improve and maintain internal relationships with Luminate Professional Services teams, such as Health & Safety, Estates, MIS, Finance, IT, Capital Projects and Student Recruitment and Marketing, Student Life and Quality, Teaching and Learning teams.
22. Contribute to and actively support the Wellbeing Strategy.
23. Cultivate strong partnership working with all internal, external stakeholders including the Trade Unions, developing positive working relationships through effective engagement and communication.
24. Any other duties that are specific to the department.
25. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
26. Ability to participate in evening/weekend work as required.
27. Expected to travel to all sites in the group

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	HR Business Partner
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. CIPD Qualified Level 5 Qualification, and a willingness to work towards L7	A / C
E	Q2. Relevant professional qualification and the ability to demonstrate significant and substantial experience/knowledge of Employee Relations delivered through a Business Partnering Model	A
D	Q3. Educated to Degree Level or equivalent	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Up to date knowledge of HR & OD best practice, cultural change, employment law and evidence of CPD	A / I
E	EK2. Knowledge and experience of initiating, planning and	A / I

	implementing HR projects and initiatives	
E	EK3. Experience/ability to contribute to managing and delivering employee relations service	A / I
E	EK4. Extensive experience of using a Business Partner approach to initiate and deliver solutions to meet needs of the organisation	A / I / P
E	EK5. Experience in delivering a customer focused HR service	I
E	EK6. Significant experience of supporting and advising managers on complex and serious individual conflict situations including Employment Tribunals, disciplinary, capability, grievance, performance management, redundancy, redeployment, harmonisation of terms and conditions, restructuring, transformation change programmes, attendance management and TUPE	I
E	EK7. Proven track record of achieving results in line with KPIs.	I
E	EK8. Experience of using Microsoft Office and/or Google systems and databases.	I
D	EK9. Significant experience of developing and maintaining positive trade union relationships	I
D	EK10. Supervisory/Line management experience	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to work as a strategic Business Partner, developing solutions to meet the needs of leaders and managers, creating positive business outcomes	A / I
E	SC2. Ability to establish positive working relationships at all levels both internally and	A / I

	externally, using influencing and negotiating skills appropriately	
E	SC3. Ability to work within and across teams collaboratively; coaching and mentoring others	A / I
E	SC4. Ability to plan, prepare, report and present issues to a wide range of audiences including the HR & OD Management Team, Senior and Executive Leadership & Management Teams	A / I / P
E	SC5. Ability to analyse and interpret varied workforce issues or situations and solve complex and difficult problems	I
E	SC6. Ability to contribute towards improving service delivery and/or processes with cost-effective solutions	I
E	SC7. Analytical and problem solving skills with the ability to make sense of complex issues, identify and implement resolutions	I / P

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I