

Job Title: Assistant Director of HR (Business Partnering)
Grade: 10
Division: Human Resources
Hours/Contract: Full-time, permanent
Reference: 14015

Role Purpose

Reporting to the Deputy Director of HR and a key member of the HR Senior Leadership Team, this role plays a pivotal role in shaping and delivering the strategic and operational priorities of the HR Division.

Through strong and professional leadership, the role contributes to the development and delivery of the University's People Strategy and associated programmes of work, ensuring effective translation of strategic priorities into operational practice across the HR Business Partnering teams supporting Colleges and Professional Services.

The role provides strategic leadership for the HR Business Partnering function, ensuring the delivery of high-quality, customer-focused people services across the employee lifecycle. Working in partnership with academic and professional service leaders, the post holder will lead the development and implementation of people solutions that enable the University to achieve its strategic ambitions, foster a high-performance and inclusive culture, enhance employee engagement, and support an outstanding student experience.

The post holder is responsible for delivering a high-performing, comprehensive and forward-looking HR service that not only reflects best practice but is recognised as sector-leading, driving continuous improvement and excellence in service delivery across the institution

Resources Managed

HR Business Partners - Colleges and Professional Services

Main Duties and Responsibilities	% Time
Strategic Delivery • Involvement in the development and delivery of the People Strategy to underpin the University's strategic themes and values. • Develop strategies and lead key major programmes of work including the development and implementation of transformational change programmes across the University, ensuring legislation, HR Policies and good practice compliance. • Support the wider HR agenda across the Colleges/Professional Services leading projects/processes and implementing initiatives as directed by the Deputy and Director of HR such as workforce planning, reward processes. • To be the subject matter expert for areas within the remit of the post, keeping abreast of best practice and developments in employment legislation, codes of practice ensuring HR policies reflect these and share knowledge and expertise with colleagues.	40



Lead and participate at a strategic level in early discussions about proposed organisational change programmes, supporting the delivery of the change with the Business Partnership Teams. • Network with fellow professionals in the wider community to promote the University and its' work. • HR Division Safeguarding Lead, undertaking training for Designated Officers as appropriate and ensuring that all relevant documentation/training is up to date.	
Team Leadership • Engage, develop and empower a high performing Business Partnering team to deliver a responsive, solutions focused generalist HR service that delivers strategic value to the University. • Proactively lead the review of processes, policy, procedures and guidance to ensure efficiency, effectiveness aligned to promoting staff engagement and support. • Provide leadership and strategic direction for the HR Business Partnering teams, ensuring an efficient, customer-focused and high-quality service to all stakeholders.	30
Internal Engagement and Delivery • Deputise for the Deputy or Director of Human Resources both internally and externally as appropriate and cover other Senior Leadership team members during periods of absence. • To work collaboratively and strategically with the senior leaders of the HR Team, to deliver the University's objectives within a working culture that is innovative, inspiring, and inclusive for all our staff. • Build a performance culture ensuring effective understanding and skills development at all levels of the organisation. • Working with colleagues in Organisational Development to ensure the organisational approach to leadership and development is jointly delivered across teams. • Play a leading role in managing effective relationships with recognised trade unions to ensure a positive industrial relations landscape which will enable the institution to manage complex, and contentions matters, to develop new approaches and solutions to issues, policies and processes. • Provide high level advice to senior colleagues including Executive Board members and manage the interrelationships with other teams across the University. • Lead and inspire task and finish groups to engage and support colleagues in delivering innovative solutions and outcomes that benefits staff members. • Define HR processes and operational policy, making clear who is responsible for each step, liaising with relevant stakeholders to obtain feedback, and adopting appropriate methodologies. Where practical look for early opportunities to improve service delivery.	30



- Lead the provision of advice and guidance to senior colleagues of the University in the management of complex casework, through the application of broad knowledge and expertise of Human Resources Management, employment law legislation and the interpretation and application of the statutory and regulatory framework within which the University operates.
- Work with the Deputy Director of HR to provide expertise, support and technical guidance to University Committees.
- Work with the HR Senior Leadership team to ensure HR Business partnering and Advisory team resource is planned and directed to deliver key projects and work programmes.

Internal and External Relationships

- Members of the College Leadership Teams, University Executive Board and other Senior Officers of the University
- Members of NHS Partner Organisations
- Local and Regional Unions representatives
- Equivalent officers in other universities, nationally
- External agencies and bodies as relevant to the role
- Legal specialists in relation to complex case management
- UHR network
- UCEA
- CIPD national network

Planning and Organising

Critical success factors in the role:

- To manage, lead, motivate and develop all staff within the service areas to achieve agreed outcomes.
- Successful delivery of the objectives assigned from HR Strategic plans.
- Alignment of the People Strategy within the University/ Colleges' strategic aims and financial plans.
- To provide effective leadership and management to meet service outcomes, achieve value for money, continuous improvement, meet service user expectations and the appropriate management of risk and other external factors.
- Proactively review processes and HR procedures to ensure maximum effectiveness.
- Support good employee relations in times of significant change.
- Support the success of the University Strategy by embedding cultural change initiatives across the University.





- Working with colleagues, support effective leadership development and confidence.
- Accountable and deliver objectives agreed for key projects in the HR People plan.
- Development of key relationships across the University.
- Assure quality of service provision through benchmarking, keeping up to date with best practice, employment law, a collaborative approach to driving the change agenda.

Qualifications, Knowledge and Experience

Essential

- CIPD qualified (Level 7) and a Chartered Member*
- Experience of managing resources, HR teams and financial*
- Demonstrable experience of managing projects and delivering successful outcomes*
- Demonstrable success of building good relationships and partnerships with key influencers across a complex organisation*
- Experience of partnership working with local and regional Trade Union representatives on a wide range of challenging and contentious matters*
- Management and leadership of multi-disciplinary teams*
- Experience of leading Working Groups/meetings and presenting to large audiences.
- Good knowledge of developments in the Higher Education arena, that will influence the people agenda
- Very significant experience in a HR generalist role, operating with a high degree of autonomy within a regulated procedural context*
- Detailed knowledge of employment legislation and ability to apply this to the most complex of situations.
- Experience of leading informal and/or formal consultation/negotiation*
- Experience of supporting managers in delivering effective workforce planning*

Desirable

- A Fellow Member of the CIPD*
- Previous HE experience*

Skills, Abilities and Competencies

Strategic Approach

- Strategic comprehension – ability to understand the strategic implications of decisions across the University and sector
- Strategic thinking – capable of developing strategies for the University and converting them into a set of clearly defined plans and objectives to successfully deliver the strategy.

Management and Leadership





- **Effective Leadership:** Capable of leading and developing services to ensure maximum customer satisfaction, efficiency and effectiveness. Sets clear goals and manages individuals to achieve success.
- **Project Planning:** Capable of creating and managing well defined project plans which ensures that objectives, initiatives and activities are managed to achieve the outcome for the project.

Personal

- Organisation, takes a planned and structured approach to own work and that of the team. Consistently delivers on commitments made to stakeholders and colleagues.
- Excellent negotiating and influencing skills, has the professional and personal gravitas to influence senior managers, individuals and small groups to adopt an effective course of action, even against resistance. Ensures that the recommendation for a specific course of action are represented through the presentation of accurate and well-structured data and rationale.
- Ability to lead continuous organisational change and development*
- **Effective Communicator** – Excellent written*skills with the ability to present clear, well-structured reports and briefs. An effective listener who empathises with others and manages personal relationships with colleagues.
- **Data Orientated:** Capable of taking large quantities of data or information and distilling them to provide a clear picture of the appropriate action to be taken. Comfortable with managing and using numerical data and data to inform decision making and recommendations.
- The ability to make logical, well –balanced and reasoned decisions
- A commitment to EDI, people development and the organisational values and behaviours that underpins the culture and value of the University
- Emotional resilience
- Excellent problem-solving skills
- Advanced coaching and development skills
- Energy, commitment, enthusiasm and confidence
- A willingness to work flexibly as and when required

**Criteria to be used in shortlisting candidates for interview*

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff





as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high-quality staff and students and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

