



Job Title: HR Business Partner
Grade: 9
Salary: £58,596 to £65,814 per annum, pro- rata if part-time
Department: Human Resources
Hours/Contract: Full-time or job share, fixed term contract until 31 October 2025
Reference: 10830

Role Purpose

Reporting to the Assistant Director of HR (Professional Services), you will play a pivotal role in aligning human resources strategies with the unique needs and goals of the academic institution. Collaborating closely with academic and Professional Services leaders, you will contribute to the development and implementation of HR initiatives that foster a positive work environment, support talent development, and contribute to the overall success of the university.

As a senior member of the HR division, you will play a key role in the delivery and success of the [5-year People Strategy](#) and annual plans that underpin the University’s three strategic themes of Research-inspired Education, World-changing Research and Our Citizens as well as the annual planning process.

Supported by a team of Senior HR Advisers and a HR Business Partner Assistant, you will also be responsible for the delivery of a comprehensive and effective HR service to a designated area and for the provision of high quality, business focused and strategic level advice, guidance and support to the appropriate Head of College/Heads of Divisions and their senior management team.

Main Duties and Responsibilities

Strategy

- Shaping and implementing the People Strategy in a specific area, developing and implementing local initiatives to enhance departmental effectiveness in line with the policies of the University.
- Engage with academic governance bodies to understand academic perspectives and contribute to HR policies that align with academic goals. Work closely with departments involved in research to understand their unique HR needs. Provide HR support for grant-funded positions, ensuring compliance with funding requirements.
- Partner with University leadership to develop and implement EDI initiatives that promote a diverse and inclusive campus community. Advise on strategies to enhance diversity in academic and staff recruitment.

HR Leadership

- To work as an integral member of the HR management team to identify and deliver effective business focused HR and business performance solutions, which improve organisation effectiveness, enable teams to achieve business objectives and actively influence a high performance culture that is able to attract, retain, motivate and develop high quality people.
- Lead the HR team to deliver a responsive, solutions focused generalist HR service. Coach and develop team members to strengthen individual capability and ensure the effective delivery of





transactional HR services to the University in terms of the management and handling of Employee Relations, Discipline and Grievance cases.

- Lead the development, implementation and maintenance of consistent and high-calibre HR practices, policies and systems across the Department, in collaboration with University colleagues and relevant stakeholders.

Operational HR and Service Delivery

- Partner with departments, divisions and schools to understand staffing needs and contribute to long-term multi-disciplinary workforce planning. Lead in the recruitment and selection of staff members, ensuring compliance with academic or professional hiring standards. Leading transformation change projects within your designated area and across the University, ensuring legislation, HR Policies and good practice is complied with.
- Guide staff members through university processes, such as the tenure and promotion process, ensuring adherence to university policies. Collaborate with academic and Professional Services leaders to assess staff performance and contributions.
- Acting as an interface to broker centrally provided services from the HR Division to the University and ensuring that the delivery of these services meets the needs of the managers. Participating in activities designed to improve HR Policies, Procedures and Practices (centrally provided services will be HR Policy and Guidance Development, Recruitment, Reward, HR Administration, Management/Leadership Development and Job Grading and Evaluation).
- Ensure the provision of effective, accurate and timely HR Management Information to enable effective business decisions on staffing and management.
- Support the HR Senior Leadership Team with strategic project work as directed.

Employee Relations

- Lead complex employee relations cases, providing guidance to managers and HR staff.
- Serve as a point of contact for staff, addressing employee relations issues, some of which are unique to the higher education environment. Facilitate conflict resolution and promote a positive and inclusive campus culture.
- Provide mediation in the management of conflict within teams to avoid the raising and escalation of grievances and other cases.
- Oversee tribunal processes, liaising with external legal teams and ensuring documentation is prepared in a thorough and timely way.

Training and Development

- Collaborate with academic and professional services leaders to identify talent development opportunities for staff. Support senior leadership in performance management and professional development initiatives, advising, coaching, influencing (and support delivery of) challenging senior stakeholders.





- Stay up to date on higher education regulations and standards related to HR practices. Ensure HR policies and practices align with accreditation requirements and applicable laws.

Internal and External Relationships

- Regular liaison with Head of Colleges/Divisions and Senior Management Teams whilst also interacting with senior HR colleagues.
- Heads of Departments and Schools
- HR Advisory and Recruitment Teams
- Legal team and external legal advisers
- Trade Union colleagues
- External partners, for example, University Hospitals of Leicester NHS Trust
- Senior colleagues across the University
- Departmental Managers and staff
- Finance, Payroll and Pensions Team
- UCEA, UHR and other Higher Education Institutions

Planning and Organising

Assisting senior managers with the planning of resource to ensure that the appropriate level of staffing is in place to achieve objectives, whilst managing costs to agreed/budgeted level.

Qualifications, Knowledge and Experience

Essential

- Minimum of Chartered Membership of the CIPD*
- Educated to degree level or equivalent in Human Resources, Business Administration, or a related field*
- Significant experience in HR in a large multi-disciplinary organisation*
- Thorough understanding of HR policies, procedures, and regulatory requirements
- Extensive experience in the delivery of HR service to autonomous business units*
- Experience of liaising between Client groups and HR Central Services
- Experience of managing a team of HR professionals*
- Experience and successful track record of working in a HR partnering model
- Experience of leading complex change projects within a large, unionised organisation*
- An up-to-date understanding of all aspects of employment law, best practice and current thinking in HR management. Undertakes deliberate and planned actions to ensure continued professional development





Desirable

- Master's degree in a Human Resources related subject
- Qualification in Psychometric Testing i.e., OPQ
- Experience of Higher Education Sector
- Experience of working in an agile environment and the development of policies and procedures to support this

Skills, Abilities and Competencies

Essential

- Ability to effectively communicate clearly and effectively to a range of audiences. An effective listener who empathises with others and manages personal relationships with Clients and colleagues alike
- Strong problem-solving skills and the ability to navigate complex academic structures
- Ability to take the business strategy of a College/Division and convert it into a set of clearly defined HR plans and objectives
- Ability to lead and guide a team of HR professionals to ensure maximum customer satisfaction, efficiency and effectiveness. Sets clear goals and manages individuals to achieve success
- Capable of creating and managing to well-defined project plans which ensure that objectives, initiatives and activities stand the best possible chance of success. The ability to ensure that all the necessary actions, steps and activities are planned and managed to achieve the outcome for the project
- 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. Capable of using tools such as spreadsheets and querying systems to extract and format data to make good Management Information output
- Excellent interpersonal and communication skills, with the ability to work effectively with a diverse range of stakeholders
- 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 arguments for a specific course of action are supported through the presentation of accurate and well-structured data and information. Has a detailed knowledge and understanding of the operations of the Client and understands the key levers of success and performance indicators which drive the business
- Takes a planned and structured approach to their own work and that of the team. Good personal organisation. Always delivers on commitments made to customers and colleagues alike
- Ensures that all details are taken into account and that information provided is completely accurate and up-to-date
- Commitment to diversity, equity, and inclusion in higher education

****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 expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

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

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 equity 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 equity, diversity and inclusion.

