

JOB DESCRIPTION

PEOPLE AND CULTURE

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| Job title: | People Partner |
| Grade: | 6 |
| Responsible to: | Head of People Partnering and Relations |
| Date: | September 2024 |
| Job purpose: | Work closely with managers to drive people strategies aligned to Mission, Vision and Values in support of the overall strategic organisational goals, helping to develop an inspiring culture for our people which creates high levels of engagement and performance. |

Main duties and responsibilities

1. Deliver strategic partnership and establish effective relationships with managers to provide valued interventions, coaching and insights on a range of people management strategies, initiatives, providing solutions which deliver organisational benefit and ensure exceptional engagement and an inclusive people experience.
2. As a trusted advisor and change agent; provide effective and timely advice and consultative support to managers on all aspects of organisational design and change, ensuring people orientated decisions are delivered through a professional, modern business focused approach.
3. Advise managers on succession planning activities, job design, which will include regularly undertaking job evaluations, under the HERA and HAY schemes, ensuring compliance and judgement is sound.
4. Proactively engage in supporting development of the organisational capabilities of the future, through collaborating and delivering initiatives aligned with the People & Culture plan related to talent, performance, leadership, engagement, wellbeing, transformation and continuous improvement.
5. Provide expert support to managers on complex and escalated people relations casework, in line with our tiered model approach. Ensure outcomes are legally sound and culturally aligned with our Mission, Vision and Values.
6. Bring commercially focused people solutions to a range of projects and working groups with a strong emphasis on using people data to diagnose and pivot business efficiency, improvement and effectiveness which underpins culture and ethos.

7. Build authentic and positive working relationships that foster trust and enable constructive engagement and partnerships with stakeholders and colleagues alike, within and across the business e.g. Senior Managers, Trade Unions, Partners etc.
8. Share knowledge and insights to significantly contribute to management toolkits, policy and procedure development and updates. Helping others in the People Partnering and Relations team to shape their practice and critical thinking.
9. Connect and collaborate across the needs of the wider People & Culture team, by contributing to the professional and personal development of both the people partnering service and broader People and Culture teams. Instilling HR functional excellence and continuous improvement within people systems, processes and ways of working.

General duties and responsibilities

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. Maintain a strong focus on delivering business outcomes by leveraging the whole HR function.
6. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
7. To work within and actively support the equality and diversity policies and practices of Falmouth University.
8. To participate in the University's Annual Performance Development Review Process.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.

- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid)

PERSON SPECIFICATION

Job title: People Partner

| Attributes | Essential requirements | Desirable requirements |
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| Education and qualifications | Degree or CIPD level 5 in Human Resources management or equivalent work experience in a related field | Masters in HR (CIPD level 7) MCIPD Coaching certificate Mediation training |
| Experience and knowledge | Depth and breadth of experience in delivering people plans, initiatives, solutions and outcomes within a complex business environment Depth and breadth of experience of delivering the full range of organisational change, including TUPE Experience of supporting complex and escalated employee relations casework Experience of workforce design and succession planning activities Working knowledge of job evaluation schemes Proven experience of manage multiple HR projects/work efficiently and simultaneously Experience of influencing and effective collaboration with stakeholders Knowledge and experience of applying current employment law Proficient in Microsoft Office programmes | Experience of working within a unionised environment Experience gained in Higher Education Experience gained in an commercial setting Working knowledge of HERA and HAY schemes |

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| Skills and personal requirements | <p>Autonomous, credible and trusted</p> <p>Excellent written and verbal communication skills</p> <p>Inductive and deductive reasoning skills and problem solving abilities.</p> <p>Ability to analyse data, complex issues and situations effectively to develop practical people solutions</p> <p>Highly planned and organised with meticulous attention to details</p> <p>Resilient under pressure, goal orientated with an ability to work on multiple items of work and to deadlines</p> <p>Creative, innovative, open-minded</p> <p>Comfortable working with ambiguity and frequent change</p> | |
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