Human Resources Division
Head of HR Business Partnering Services
Full time, Permanent
Salary range: starting at £48,327 and rising to £55,998 per annum
Expected start date: As soon as possible
Expected Interview date: 31 March 2017

As a member of the Human Resources senior leadership team, you will lead the provision of expert business partnering services in relation to developing effective people management practice across the University in support of its strategic and operational plans.

You will contribute to an inclusive and high performance culture through the development of excellent business partnering activity, working closely with managers, HR colleagues, trade unions and the Student Union.

You will lead the Business Partnering team, initiate and manage business partnering advice and support, and provide expert advice to HR colleagues and managers up to Executive level.

You will have a successful HR track record, with demonstrable experience of performing effectively in a similar position at a senior practitioner level within a complex and diverse organisation involving significant business partnering experiences as well as organisational development. You will have a strong understanding of business partnering, excellent influencing and management skills and a proven ability to successfully manage multiple projects. It is essential that you have exceptional communication skills with influential ability, flexibility and a high level of professionalism.

Furthermore, you will have the aptitude for identifying opportunities for beneficial organisation change and the capability to analyse and distil complex information and data. Strong empathy with the vision and values of the University and a sound understanding of the challenges facing the Higher Education sector. You will employ the highest standards of integrity, exercising good judgement and a person-centred approach to your role.

This role offers you the opportunity to make a real impact, using your professional skills within a stimulating environment and contributing positively to a high-performing team.

Closing date for applications: 22 March 2017 at 17.00

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.
The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. Professional Services

The Professional Services comprise approximately 750 staff across eleven main divisions. The budget is approximately £12m a year.

Reporting to the Registrar and Secretary, the Professional Services are organised as follows:

- Academic Registry
- Communications & External Affairs
- Development and Alumni Relations
- Health, Safety and Environment
- Human Resources
- Planning, Governance and Compliance
- Research and Enterprise
- Residential and Campus Services
- Student Recruitment and Marketing
- Student Services
- Finance

The University's professional services also include the Finance Division, with the Director of Finance reporting to the Vice-Chancellor.

The professional services support within each of the eleven Schools of Studies is headed by a School Administrator who reports to their Head of School.
4. Job Description

**JOB DESCRIPTION**

**Job Title:** Head of Human Resources Business Partnering Services

**Job Reference:** 1748

**Grade:** Grade 9

**Salary Scale:** £48,327 to £55,998

**Nature of Contract:** Permanent, full-time

**Faculty/Department:** Human Resources

**Location:** Sussex House

**Responsible to:** Director of Human Resources

**Responsible for:** Team of HR Advisers

**Key Contacts:** Heads of Schools; Professional Services Directors; Librarian; HR colleagues; staff and their representatives across the University

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**PRINCIPAL ACCOUNTABILITIES**

1. Deliver a first class Human Resources business partnering service to all areas of the University.

2. Develop and implement effective people management practice across the University in support of the institution’s strategic and operational plans.

3. Promote and maintain productive employee relations across the University.

4. Provide leadership to the HR Advisory team in its contribution to the delivery of the University's strategic and operational plans, leading, organising, managing and developing the staff to optimise effectiveness.

5. Actively assist in the leadership and management of the HR division.
KEY RESPONSIBILITIES

Key Responsibilities:

1  HR Advisory Services

1.1 Promote and manage a consultancy style HR business partner service to the University, in relation to the delivery of human resource aspects of the University’s strategic and operational plans. Specifically, ensure effective people management practice in relation to:

i  Staff planning: collaborate with Heads of Schools and Divisional Directors in the review and interpretation of internal and external data to support the development of future staffing plans in line with business objectives.

ii Recruitment and selection: develop and establish effective recruitment and selection practice to ensure the selection of high calibre staff in line with the University’s strategic plan.

iii Performance review: in conjunction with the Reward Manager advise managers on the operational practice of performance review, both on an day-to-day basis as well as in relation to implementation of formal review processes, in support of the University’s drive for excellence and a high performance culture. In relation to academic staff, advise Heads of Schools in relation to the operation of the University’s probation and academic promotions processes.

iv Reward: in conjunction with the Reward Manager advise senior managers in relation to the application of the University’s reward mechanisms, ensuring consistency of practice.

2  Employee Relations

2.1 Engage with and advise managers on complex employee relations issues, employment law and performance/grievance/disciplinary issues to ensure compliance with legislation, policy and good practice.

2.2 Ensure robust, consistent and effective implementation of HR policies and procedures to improve business performance.

2.3 Promote equality and diversity and take positive action to eliminate discrimination in relation to staff.

2.4 Play a key role in change initiatives across the University, including their planning and implementation.

2.5 Manage individual employee relations issues for the University, including formal and informal meetings with the staff trade union representatives at local level. Participate in the University’s formal framework for negotiations and consultation as required.
2.6 Procure, interpret and disseminate legal advice on employment related issues, to include representing the University on tribunal cases or other legal challenges.

3 Line Management and Staff Development

3.1 Lead and line manage the HR Advisory team, including their recruitment, probation, mentoring, appraisal, performance review and staff development, in order to deliver an effective service in line with strategic and operational plans.

4 Client Management and Communications

4.1 Establish effective and productive working relationships with academic staff and professional staff in order to optimise the contribution of the HR Advisory team to the University. In particular, work in close partnership with managers to understand their current and future business challenges and objectives and associated people requirements.

4.2 Ensure the effective flow of management information to and from key stakeholders, to include analysis and evaluation of such information.

4.3 Participate in relevant committees, management discussions, working groups and ad hoc meetings, with a focus on results.

5 Human Resources Leadership Team

5.1 Build productive relationships with HR colleagues to help optimise the effectiveness of the HR Division.

5.2 Collaborate with HR colleagues in the development and promotion of the HR Division.

5.3 In conjunction with HR colleagues and other senior academic and professional services colleagues, identify and recommend ways in which HR policies, procedures and practice could be improved, to include an emphasis on the development and application of appropriate standards, to help ensure a human resource framework that is in line with the University’s stated aim of developing excellence in its staff.

5.4 Deputise for the Director of HR as required.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.
5. Person Specification

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Chartered MCIPD or equivalent.
2. Sound track record of success in an HR business partnering role within a large, complex organisation.
3. Sound evidence of successfully implementing people management policies, procedures and other change programmes which improve business performance.
4. Technically sound legal knowledge with substantial evidence of thinking from first principles in the provision of robust but pragmatic advice to managers which results in solutions that achieve business objectives.
5. Able to make clear decisions in relation to HR and wider business issues.
6. Detailed understanding of equality issues and a commitment to promoting diversity and integrating equality and diversity into HR policy and practice.
7. Excellent oral and written communication skills, with the ability to negotiate and influence effectively as well as present complex information in a concise and effective manner.
8. Well-developed analytical skills with the ability to interpret data and turn it into evidence based action plans.
9. Excellent attention to detail.
10. Personal and professional demeanour and credibility that commands the confidence and respect of managers and staff at all levels across the University.
11. An experienced line manager with the ability to lead a team and motivate people to achieve a high level of performance.
12. Personally committed to the delivery of a high quality, results-based service.

DESIRABLE CRITERIA

13. Experience of working in a unionised environment.
14. Experience of using formal job evaluation system/s.

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