Advertisement

Post Title: Assistant Human Resources Business Partner  
School/department: Human Resources Division  
Hours: Full time or part time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).  
Contract: Permanent, hybrid (up to 50% of the role performed remotely, the remainder on campus)  
Reference: 7086  
Salary: starting at £30,497 to £34,304 per annum, pro rata if part time  
Placed on: 02 November 2021  
Closing date: 18 November 2021. Applications must be received by midnight of the closing date.  
Expected Interview date: tbc  
Expected start date: asap  

This vacancy is only open to those currently employed by the university.

We have an exciting opportunity available for an Assistant HRBP to join our Business Partnering team based up to 50% working remotely and the remainder at our campus near Brighton.

The University of Sussex is a leading research-intensive University. We have both an international and local outlook, with staff and student from more than 100 countries and frequent engagement in community activities and services.

In this role you will join two other Assistant HRBPS, each supporting two HR Business Partners providing a wide range of generalist HR services across the HR Division and to specific client groups. You will actively contribute to HR project work both within the HR Division and across the University. If you want to be part of an exciting and challenging team then we would like to hear from you.

We are looking for candidates who have proven generalist HR experience at HR Adviser or Senior HR Administrator level, with a strong customer-focus and excellent communication skills.

Please contact Ben Spencer, HR Business Partner at B.Spencer@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.
2. The School / Division

Please find further information regarding the school/division Human Resources : University of Sussex

3. Job Description

Job Title: Assistant HR Business Partner
Grade: Grade 6
School/Division: Human Resources
Location: Sussex House/remote
Responsible to: HR Business Partner
Direct reports: n/a
Key contacts: HR Business Partners, HR Business Services team, Payroll, HR Leadership Team, colleagues within Schools and Professional Services, external service providers (e.g. Occupational Health services provider)

Role description: Support the provision of professional business partnering support to client group in support of the aspects of the University's strategic and operational plans in area of expertise.

PRINCIPAL ACCOUNTABILITIES

1. Support the provision of professional business partnering support to client group in support of the aspects of the University's strategic and operational plans in area of expertise.

2. The delivery of objective and trusted advice to client group, in order to meet university objectives

3. Actively support the effective management of the client area, delivering value for money for the University in all areas of responsibility.

4. Building and improving management literacy and practice across the University in area of expertise.

5. Support the diagnosis of issues and scoping requirements through analysis and effective listening, and questioning and assisting managers to address issues.

KEY RESPONSIBILITIES

1. Client Group Support
1.1 Establish effective and productive working relationships with client group staff in order to optimise the contribution of Business Partnering role to the University. In particular, work in close partnership with managers assist them to address difficult and sensitive issues, and support them in making difficult decisions.

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

1.3 Proactive engagement, HR advice and support to School and Directorate managers, focusing on pragmatic solutions.

1.4 Provide job design and job evaluation services.

1.5 Support the delivery of manager/employee training.

1.6 Co-ordinate recruitment and contract management activities in close collaboration with the Business Services team.

1.7 Liaise with Payroll on pay queries and records management.

2. **Policy Development**

2.1 Provide guidance and interpretation to management on the application of policy and procedures.

2.2 Update HR policies and guidance notes.

3. **Project Work**

3.1 Undertake project work, supporting, planning and implementing activities in area of expertise to support the achievement of functional objectives.

3.2 Undertake qualitative and quantitative research and analysis in support of projects and casework.

3.3 Participate in HR, School and cross-directorate projects.

4. **Problem identification and resolution**

4.1 Support client group in identifying, diagnosing problems as well as providing appropriate functional expertise to support successful resolution. This will require analysis, problem identification, solution generation, decision making, planning and organising the approach, communicating the proposal, orally, in writing or both, and influencing others to engage.

4.2 Work with functional and cross functional colleagues to implement university plans and strategy.

5. **Functional Team Working**
5.1 Work as part of the functional team, ensuring effective contribution, supporting and developing colleagues where needed

5.2 Support HRBPs in managing employee relations cases and taking responsibility for some casework

5.3 Deal with queries referred by the Business Services team that need a greater degree of HR expertise.

5.4 Provide administrative support to the team in support of employee relations cases, projects, employment tribunal preparations, committees and meetings

5.5 Manage information and records in support of the HRBPs

5.6 Provide support to the HR senior management as required

5.7 Develop productive relationships with other parts of the HR team and Professional Services Directorate to provide integrated and seamless services.

To carry out any other duties that are within the employee’s skills and abilities whenever reasonably instructed.

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 level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

▪ The post holder reports to the HR Business Partner, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

▪ Support achievement of the Division’s/Unit’s/School’s compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

▪ Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University’s strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

4. Person Specification
ESSENTIAL CRITERIA

1. Of graduate calibre with relevant professional qualification at certificate level or experience, as appropriate to the discipline (see role-specific criteria below)

2. Well-developed oral and written communication skills with the ability to present ideas in a way that can be understood by most employees.

3. Planning and organisational skills, including project management and the ability to independently prioritise workload.

4. Highly developed interpersonal skills with the ability to effectively influence client group in area of expertise, effectively contribute to team working.

5. Analytical skills with the ability to generate effective solutions.

6. Ability to build successful professional working relationships

7. Ability to understand and effectively interpret complex information


ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience as an HR Advisor or Senior HR Administrator in a complex organisation

2. CIPD Level 5/7 qualified or working towards that level with significant demonstrable HR experience

3. Involvement in employee relations casework

4. Customer focus

5. Experience of generalist HR operations (e.g. recruitment, contract management, absence, disciplinary, grievance)

6. Experience of compiling and working with HR analytics (e.g. turnover, absence rates, workforce planning)

7. Working knowledge of employment law

DESIRABLE CRITERIA

1. Experience of working in a knowledge intensive and/or not-for-profit organisation

2. Educated to degree level

3. Experience of working with trade unions.