

Job Description

Job title: People Partner

Directorate: People Services

Grade: G Role profile: PSG1

Duties of the role	
Overall purpose of the role	<p>To work as a strategic partner with leaders across the institution facilitating innovative solutions to organisational challenges.</p> <p>To be an expert and trusted advisor on both people challenges and business decisions providing advice that balances the employee experience, legal compliance and commerciality.</p> <p>Commission customer solutions through collaboration within People Services and more widely across the institution.</p> <p>The post holder reports to the Senior People Partner with a dotted line to the Director of Faculty Operations.</p>
Key duties	<p>Partnering duties:</p> <ul style="list-style-type: none"> • Provide HR leadership for designated areas of the university. • Accountable for the provision of expert advice and guidance to the university within the field of HR. • Be a credible member of senior leadership teams, supporting the development of strategic and operational plans, contributing to Faculty Executive and other leadership committees as appropriate. • Ensure excellence in customer service. Build strong customer relationships, contract with customers to ensure needs are understood and deliver against People Services standards. • Build a strong network internally and externally to ensure a broad frame of reference to support decision making and innovation. • Develop and analyse quantitative and qualitative data and distil into clear and concise concepts to help inform organisational decision making. • Coach leaders and create an environment where managers are empowered to make decisions. • Lead on corporate and local projects in line with university project management governance. Drive projects to completion through the creation of collegiate working environments and by applying best practice project management methodologies. • Be a Change Agent, guiding and coaching leaders to deliver effective transformational change, applying change and organisational development models as appropriate. Work alongside Organisational Development colleagues to

	Duties of the role
	<p>diagnose organisational requirements and foster a holistic approach to organisational design and development.</p> <ul style="list-style-type: none">• Provide innovative solutions to organisational challenges, balancing risk and reward• Confidently and professionally challenge stakeholders with factual argument to ensure appropriate outcomes.• Be a proactive member of the partnering community, sharing best practice and ensuring collaboration to deliver customer solutions.• Lead and manage, using a coaching approach to develop knowledge and capability• Promote and exhibit DMU values and be a role model for the university's code of conduct.• Perform any other duties commensurate with the job grade as reasonably required from time to time.• Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. <p>Directorate specific duties:</p> <ul style="list-style-type: none">• To provide People Management responses to strategic and local Faculty and Directorate issues, based on commercial needs and facilitating long term planning.• To lead local employee relations projects, engaging with Trade Unions as required.• Lead on the development of People policies, taking the role of project lead, subject matter expert or engaged stakeholder.

Person Specification

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Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Qualifications and training	Should be graduate level with CIPD or equivalent level of HR experience	E	✓			✓
	Strong digital literacy with the ability to use Microsoft Office, remote working and collaborative working tools such as MS Teams.	E	✓		✓	
	Chartered member of CIPD	D	✓			✓
	Relevant degree or post graduate qualification	D	✓			✓
	Project Management e.g. Prince 2	D	✓			✓
	Working knowledge of SAP for HR	D	✓			
Partnering	Strong generalist in HR with experience of adding value to the business by developing pragmatic customer focussed people management solutions.	E	✓	✓	✓	
	Sound knowledge of Employment Relations legislation and ability to translate into practical, safe and commercial advice.	E	✓	✓		
	Knowledge of working within a partnering model, with ability to commission work across an organisation.	E	✓	✓		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	Track record of influencing and coaching managers to meet with needs of the organisation.	E	✓	✓		
	Ability to demonstrate strong stakeholder manager skills and to create positive networks	E	✓	✓		
	Experience in the delivery of corporate projects through to implementation.	E	✓	✓	✓	
	Experience of leading or active involvement in organisational change initiatives.	E	✓	✓	✓	
	Proven ability to analyse quantitative and qualitative data to inform decision making.	E	✓	✓		
	Ability to produce accurate written reports and documentation	E	✓	✓		
	Proven communication skills, both written and oral that command credibility and confidence.	E	✓	✓	✓	
	Ability to problem solve and put forward pragmatic solutions.	E	✓	✓	✓	
	Ability to work autonomously but as part of a wider professional team with experience of building networks both internal and external.	E	✓	✓		
	Experience of supporting organisations with business planning.	E	✓	✓		
	Experience of applying organisational development methodologies to support customers diagnose and resolve organisational challenges	E	✓	✓		
	Experience of working in a large, complex and unionised organisation.	D	✓	✓		
	Understanding of the higher education sector.	D	✓	✓		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment				
			A	I	T	D	

***A = Application Form; I = Interview; T = Test; D = Documentary evidence**