

ADVERT

People and Organisational Development Partner (HR Business Partner)

Ref: ME2425030

Hours: 37 hours per week

Salary: Circa £40,000 (Dependent on skills, experience, and qualifications)

Reporting to: HR Manager

Primary Location: Northampton, Booth Lane Campus

Closing Date: Monday 14th October 2024 - Applications may close before the deadline, so please apply early to avoid disappointment.

Interview Date: If successfully shortlisted we will be in contact as soon as possible to arrange an interview.

About Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The Team

The HR Team supports Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

In order to enable the College to continue to evolve its contemporary focus on People and Organisational Development, in the context of a sector that is subject to continuous change, we now have an opportunity for an experienced Employee Relations professional who is able to develop credible and high trust relationships with all members of the College's staff community with a focus on enhancing employee engagement.

You will be provided with excellent opportunities to develop your career in HR through both learning and exposure to the diverse remit of the College's HR team. You will have the support of an exceptional team and the opportunity to work for an organisation that makes a significant and positive difference to thousands of students each year.

The Role

The main purpose of the role will be to support and implement both the College's and the HR people strategy, whilst proactively working with managers to provide practical and effective solutions to various people related matters.

The main focus of the role will include working with the HR Manager/Vice Principal (People and Organisational Development) to embed workforce strategies which promote organisational improvement and focus on the College's strategic aims of quality improvement, financial sustainability and a college for the community. The role includes an element of developing, training and coaching managers to ensure that the principles of inclusion, employee engagement and high-performance working are adopted to ensure the highest possible standards of employee performance and professional standards are achieved.

The successful candidate will take the lead in all aspects of casework including workforce development; performance management; disciplinary; grievance; maternity, paternity & shared parental leave; absence, and welfare, ensuring effective, and appropriate resolutions are achieved.

The post holder will also support the HR Manager/Vice Principal (People and Organisational Development) with administrative matters relating to organisational and workforce development.


The Successful Candidate

The successful candidate's knowledge, skills, experience, abilities and qualities will include:

- Level 5 HR/Business qualification or equivalent experience with an ability and desire to continually develop their professional skills and knowledge.
- Relevant membership of the CIPD.
- Experience of coaching and influencing managers.
- Experience of identifying and presenting solutions to people related challenges.
- Experience of providing advice to staff and managers on policy and best practice.
- Experience of leading on all aspects of casework including investigations through to formal hearings, up to and including dismissals.
- Experience of supporting managers with individual consultation on change processes.
- Experience of working with managers to assess their workforce needs, improve performance and to reduce both short term and long-term absence.
- Sound analytical and problem-solving skills with the ability to make timely and balanced decisions, offering practical solutions.
- Being a persuasive, confident and clear communicator, both verbally and in writing.
- Having high levels of attention to detail and accuracy.
- Being resilient, able to work well in a fast-changing pressurised environment, managing conflicting priorities effectively.
- Having a strong work ethic.
- Being flexible.
- Being team, customer and organisation focussed.
- Ability to work autonomously.

Rewards and Benefits include

- 35 days annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- Discounts through membership of the NUS, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel
- Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
- Access to continued professional development

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- Free car parking and electric car charging facilities
 - Gym facilities
 - 24 hours per day, 365 days per year Employee Support Helpline
 - Enhanced maternity/shared parental and paternity schemes
 - Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative)

If you would like to be a part of our successful team please go to <https://www.northamptoncollege.ac.uk/working-for-us.html> for further details on how to apply.

This post will require a Disclosure and Barring Service (DBS) check



Job Description & Person Specification

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The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

Values

- Strive to always be excellent
- Respect and support each other.
- Put students at the heart of our college.
- Ensure the wellbeing of staff and students, build resilience, and celebrate differences.
- Make sure employer needs are at the heart of our plans.
- Be a positive influence in our community.

Working as part of the team

The HR Team are very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional, committed workforce who are focussed on supporting our students to achieve the best they possibly can.

The team has an exceptional work ethic, a commitment to improving organisational effectiveness, and recognise the importance of each individual within the team being able to contribute their professional knowledge, opinion and skills in developing an HR function which continually seeks better ways of doing things. Working within the HR Team at the College requires resilience, an ability to deal with challenging situations and to form high trust relationships with team members and colleagues across the organisation, along with a dedication to the values of the profession.

If you believe you have these attributes, you will be provided with opportunities to develop your career in HR through both learning and exposure to the diverse work of the team. You will have the support of an exceptional team and the opportunity to work for an organisation that makes a significant and positive difference to thousands of students each year.

Role Specification

- To work closely with the managers of the respective schools and departments to implement people strategies which align to the College's strategic aims and priorities.
- To lead, under the guidance of the People and Organisational Development Manager, on the management of complex casework, including negotiations and consultations with Trade Unions, liaising with the Advisory, Conciliation and Arbitration Service (ACAS), and preparing for Employment Tribunal hearings.
- To, under the guidance of the People and Organisational Development Manager, fulfil statutory obligations (including those pertaining to the safeguarding of children) and reporting responsibilities, liaise with external bodies as appropriate (including police, the Local Authority Designated Officer, and the Disclosure and Barring Service).
- To ensure full compliance with Keeping Children Safe in Education guidance, responding swiftly and effectively to safeguarding issues.
- To lead on all aspects of Human Resources casework, including performance management; misconduct cases; grievances and employee absence, ensuring appropriate resolutions/conclusion are reached, in consideration of consistency of application of policies, proportionality and the required timescales.
- To advise College Management Team members, including members of the Executive Management Team, in formal hearings, ensuring the College reaches proportionate conclusions and that outcomes are conveyed within the policy timescales.
- To undertake risk analyses of complex casework, identifying all potentially outcomes and the associated implications for the organisation.
- To lead, from a Human Resources (HR) perspective, on individual consultations and negotiations.
- To ensure that all aspects of probation reports are completed by managers to a high-quality and within the prescribed timescales. To keep comprehensive records of the probation reports ensuring quality checks are completed at each stage of the probation process to identify any actions that need to be taken.
- To provide coaching and training sessions to people managers and supervisors on people and organisational development matters.
- To provide advice and guidance to College employees on Human Resources (HR) policies and practices.
- To ensure changes in employment/discrimination legislation are implemented within the legislative timetable, including, in conjunction with the People and Organisational Development Manager and People and Organisational Development Advisor, communication of these across the organisation.
- To research, develop, and update Human Resources policies ensuring adherence with statutory requirements and consideration of the context in which the College is operating. To work in collaboration with the People and Organisational Development Manager to ensure changes in policy are approved and communicated across the organisation.
- To ensure compliance with Health and Safety regulations, with lead responsibility for the planning, implementation, and completion of annual health surveillance testing.
- To review and assess all personal relationship declarations as they are submitted, taking the necessary actions to both safeguard students and staff and prevent any potential conflicts of interests, with annual submissions to be reviewed, assessed, and responded to prior to the commencement of each academic year.

- To process and make calculations on a range of employee data, ensuring accurate documentation and system updates including absences and payroll.
- To contribute to preparations for Ofsted inspections.

Generic Business Support

- To support and contribute to the friendly and supportive ethos of the Faculty/Department, particularly in communications with learners and staff
- To maintain the highest professional standards
- To participate on appraisal and staff development
- To treat colleagues with dignity and respect
- To demonstrate an understanding of the significance of equality of opportunity and diversity, and implement it in all aspects of your work
- To carry out any other duties as required by the organisation including supporting College Open Events and invigilating examinations
- To ensure a healthy and safe working environment at all times, and take reasonable care for your own safety and that of other College users
- To comply with all approved College policies and procedures
- Ability to travel to other College sites as and when required.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.

Other Information

Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.


Safeguarding

The College is committed to safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.



Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

Professional Development and Employee Performance and Development Reviews

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the annual Employee Performance and Performance review, with your line manager, being one element of this.

Health and Safety

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

Data Protection

The College's stakeholders should be confident that the College holds data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
Qualifications		
<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level 	E	A
<ul style="list-style-type: none"> Level 5 HR/Business qualification or equivalent experience with an ability and desire to continually develop their professional skills and knowledge 	E	A
<ul style="list-style-type: none"> Relevant membership of the CIPD 	E	A
<ul style="list-style-type: none"> Evidence of Continuing Professional Development (CPD) 	E	A
Experience		
<ul style="list-style-type: none"> Experience of working effectively with Trade Union and/or Staff Representatives 	E	A/S
<ul style="list-style-type: none"> Experience of providing advice, information, and guidance to employees and managers on Human Resources (HR) policies and practice 	E	A/S
<ul style="list-style-type: none"> Experience of resolving conflict in the workplace 	E	A/S
<ul style="list-style-type: none"> Experience of coaching managers in people and organisational and development practices 	E	A/S
<ul style="list-style-type: none"> Experience of leading on casework, including complex casework, to conclusion 	E	A/S
<ul style="list-style-type: none"> Experience of implementing organisational change, including individual consultation, restructures and change to terms and conditions of employment 	E	A/S
<ul style="list-style-type: none"> Experience of working with managers to improve performance and reduce both short term and long-term sickness absence 	D	A/S
<ul style="list-style-type: none"> Experience of writing and developing policies 	E	A/A
Knowledge/Skills/Abilities		
<ul style="list-style-type: none"> An in-depth knowledge of current employment and discrimination legislation and contemporary People and Organisational Development practices 	E	A/S

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<ul style="list-style-type: none"> Understanding of the Advisory, Conciliation and Arbitration Service (ACAS)/ACAS Codes of Practice 	E	A/S
<ul style="list-style-type: none"> An understanding of the Employment Tribunal process 	E	A/S
<ul style="list-style-type: none"> A comprehensive understanding of, and commitment to the principles of equity, inclusion and belonging, including from an employment law perspective 	E	A/S
<ul style="list-style-type: none"> Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting 	E	A/S
<ul style="list-style-type: none"> A comprehensive understanding of the principles of data protection 	E	A/S
<ul style="list-style-type: none"> Working knowledge of Keeping Children Safe in Education Statutory Guidance. 	D	A/S
<ul style="list-style-type: none"> Highly effective influencing and negotiation skills 	E	A/S
<ul style="list-style-type: none"> Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of employees, students and stakeholders 	E	A/S
<ul style="list-style-type: none"> Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook 	E	A/S
<ul style="list-style-type: none"> Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines 	E	A/S
<ul style="list-style-type: none"> High levels of attention to detail and accuracy 	E	A/S
<ul style="list-style-type: none"> Ability to provide a responsive and professional level of customer service at all times 	E	A/S
Qualities		
<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence 	E	A/S
<ul style="list-style-type: none"> Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach 	E	A/S
<ul style="list-style-type: none"> Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solution 	E	A/S

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<ul style="list-style-type: none"> Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments 	E	A/S
<ul style="list-style-type: none"> Priorities the needs of the team, customer, and the organisation 	E	A/S
<ul style="list-style-type: none"> High degree of integrity and honesty 	E	A/S
<ul style="list-style-type: none"> Empathetic: demonstrates thoughtfulness towards others 	E	A/S
<ul style="list-style-type: none"> Resilience: able to recover from setbacks quickly 	E	A/S
<ul style="list-style-type: none"> Self-motivated: demonstrates initiative, positivity, and a proactive approach 	E	A/S
<ul style="list-style-type: none"> Positive role model for students 	E	A/S
Level of Physical Ability and Activity		
<ul style="list-style-type: none"> Occasional lifting may be required 	E	A
<ul style="list-style-type: none"> Need to move around site will be required 	E	A

E = Essential **D** = Desirable

A = Application Form **S** = Selection Process