

As one of the top 10 colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **People and Organisational Development Partner**?

Job Title	People and Organisational Development Partner (HR Business Partner)
Ref No.	ME2425030
Department	Human Resources
Reporting to	People and Organisational Development Manager
Location	Northampton, Booth Lane Campus
Salary	Circa £40,000 (Dependent on skills, experience and qualifications)
Hours	37 Hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata 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 and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ 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
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To contribute to the development and implementation of Human Resources strategies, policies, and Continuing Professional Development (CPD) for people managers and supervisors. To work with the College Management Team and employees to embed people management and organisational development practices that promote high levels of employee engagement, professionalism, and performance. To be responsible for casework, including that which is complex in nature, and its effective and timely resolution in accordance with College policies and employment statute.

Main Duties and Responsibilities

1. 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.
2. 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.
3. 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).
4. To ensure full compliance with Keeping Children Safe in Education guidance, responding swiftly and effectively to safeguarding issues.
5. 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.
6. 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.
7. To undertake risk analyses of complex casework, identifying all potentially outcomes and the associated implications for the organisation.
8. To lead, from a Human Resources (HR) perspective, on individual consultations and negotiations.
9. 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.
10. To provide coaching and training sessions to people managers and supervisors on people and organisational development matters.
11. To provide advice and guidance to College employees on Human Resources (HR) policies and practices.

12. 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.
13. 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.
14. To ensure compliance with Health and Safety regulations, with lead responsibility for the planning, implementation, and completion of annual health surveillance testing.
15. 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.
16. To process and make calculations on a range of employee data, ensuring accurate documentation and system updates including absences and payroll.
17. To contribute to preparations for Ofsted inspections.
18. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level Chartered Institute of Personnel and Development (CIPD) Level 5 Human Resources Qualification Relevant membership of the Chartered Institute of Personnel and Development (CIPD) Evidence of Continuing Professional Development (CPD) 	
Knowledge	<ul style="list-style-type: none"> An in-depth knowledge of current employment and discrimination legislation and contemporary People and Organisational Development practices Understanding of the Advisory, Conciliation and Arbitration Service (ACAS)/ACAS Codes of Practice An understanding of the Employment Tribunal process A comprehensive understanding of, and commitment to the principles of equity, inclusion and belonging, including from an employment law perspective Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting A comprehensive understanding of the principles of data protection 	<ul style="list-style-type: none"> Working knowledge of Keeping Children Safe in Education Statutory Guidance.
Skills	<ul style="list-style-type: none"> Highly effective influencing and negotiation skills Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of employees, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience of working effectively with Trade Union and/or Staff Representatives 	

	Essential	Desirable
	<ul style="list-style-type: none"> • Experience of providing advice, information, and guidance to employees and managers on Human Resources (HR) policies and practice • Experience of resolving conflict in the workplace • Experience of coaching managers in people and organisational and development practices • Experience of leading on casework, including complex casework, to conclusion • Experience of implementing organisational change, including individual consultation, restructures and change to terms and conditions of employment • Experience of working with managers to improve performance and reduce both short term and long-term sickness absence • Experience of writing and developing policies 	
Attributes	<ul style="list-style-type: none"> • Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence • Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach • Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions • Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

