



BRADFIELD COLLEGE

JOB TITLE: HR Business Partner

REPORTS TO: Head of HR

DEPARTMENT: HR

DATE: April 2025

This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Employees must be willing to undergo an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others.

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated but require initiative and common sense to be applied.

JOB PURPOSE

To provide a high quality and comprehensive HR generalist service as part of the wider HR Team. You will ensure the efficient and effective management and progression of employee relations cases and ensure legal compliance and mitigate risks related to HR policies and regulations. You will also coach and develop team members and colleagues while managing day to day transactional HR work and partner with stakeholders to support the delivery of the strategic people priorities.

PRINCIPAL ACCOUNTABILITIES:

- Contribute to the efficient running of the HR function, providing professional HR expertise on employee relations, performance management and attendance matters to stakeholders and employees, coaching on best practice and legislation.



BRADFIELD COLLEGE

- Provide advice and guidance on routine and complex HR matters including but not limited to disciplinary and grievance cases, probation reviews, performance management, capability, restructures, organisational change and settlement agreements, liaising with external legal advisors and unions as required.
- Manage and maintain accurate and up-to-date HR casework records, maintaining confidentiality at all times.
- Develop and deliver training programmes to enhance employee and management skills and support professional growth.
- Review and implement HR policies, processes and contracts ensuring compliance with legal requirements and sector best practice.
- Support line managers in the recruitment and selection process – job postings, interviews and hiring, ensuring safer recruitment compliance obligations are met.
- Coach and support managers with absence management cases including OH referrals and return to work interviews, advising on absence protocol and ways to reduce sickness levels.
- Grow and develop effective working relationships with staff at all levels across College, providing advice and guidance on a range of HR policies and practices ensuring best practice.
- Carry out project work to deliver service improvements and initiatives.
- Engage in promoting the core values of the College.

QUALIFICATIONS

- CIPD Level 5 or 7 in HR (or equivalent level of experience).
- Associate Membership of the CIPD.

EXPERIENCE:

- Experience of liaising with both internal and external key stakeholders.
- Effective management of a caseload including keeping accurate records and ensuring timely and appropriate risk assessed resolutions.
- Experience in promoting equality and diversity.
- Excellent understanding of Employment Law to support employee relations activity.
- Previous experience of supporting organisational change processes (TUPE and restructures).



BRADFIELD COLLEGE

- Experience in coaching and supporting line managers on a range of HR related subjects.
- Proven track record in managing employee relations case work and organisational change.

Desirable:

- Previous experience as in a similar role in an Educational or equivalent setting.
- Experience of working with trade unions.

KNOWLEDGE

- A sound understanding of the principles of good HR practice and up to date knowledge of UK Employment Law.

SKILLS

- Ability to communicate verbally and in writing in a manner which is clear, fluent, persuasive, non-judgemental and which enhances professional credibility.
- Intermediate level IT skills.
- Ability to evaluate situations and assimilate information quickly.
- Self-motivated, responsive and outcome driven.
- Strong analytical skills with the ability to produce and present clear, articulated, well-structured and concise reports.
- Ability to be flexible to adapt to the needs of the College.
- Comfortable with ambiguity and autonomy.
- Excellent communicator across diverse stakeholder groups.
- Strong relationship management and influencing and negotiating skills.

PERSON SPECIFICATION:

- A self-starter with a positive 'can do' attitude and multitasking abilities.
- Ability to present facts, figures and information in a clear and concise manner.
- Proactive, analytical and solutions focused.
- Desire to continuously develop and keep up to date with best practice.
- Patient, tactful, diplomatic and approachable.
- Collaborative team player and able to act on own initiative.
- Demonstrates a passion for developing people, with great coaching skills.
- Ability to work at pace with a logical approach.
- Takes ownership of tasks to completion, collaborating with other teams as appropriate.
- Ability to prioritise tasks and work to tight deadlines, maintaining attention to detail.
- Friendly personality and a good sense of humour!