



Job Description

Job Title	People & Culture Partner
Department	People & Culture
Reporting to:	Head of People & Culture
Main Purpose of the role	
The provision of advice and guidance to line managers and staff with respect to the application of policy and best practice in the field of HRM. To act as an internal consultant to management in a variety of areas, specifically performance management, organisational planning & employee development. To proactively develop the People & Culture service in response to future business needs, changing circumstances and legislative requirements. To oversee People & Culture (HR) administrative tasks which are undertaken by the People & Culture Assistants ensuring that People & Culture (HR) processes are implemented efficiently and to a high quality.	
Key Tasks / responsibilities:	
- To guide and support the achievement and maintenance of best-practice People & Culture (HR) management across the organisation. - The proactive provision of advice and guidance to line managers on a range of topics, including but not limited to performance management, resource planning, optimum recruitment methods and staff development. - Provide suggestions for innovative and commercially expedient solutions to address organisational challenges. - Maintain up to date knowledge of changes in legislation/case law in order to implement timely updates of existing and also the development of future policies to support the strategic priorities of the South Gloucestershire and Stroud Group and to ensure legal compliance. - Co-ordination of and participation in recruitment activity as required. - To provide a wide range of advice and training on changes in legislation and developments in employment law and their effect on employment decisions. - To interface with external parties regarding the provision of People & Culture (HR) services to the business including training, research and legal advice. - To participate in a variety of People & Culture (HR) project work as required, particularly relating to the development of People & Culture (HR) services and the evolution of People & Culture (HR) policies, practices and training to support changing requirements either in legislation or the requirements of the College. - Keeping abreast of new concepts, developments and best practice regarding the development of human resources. Applying the knowledge where appropriate to ensure the organisation has effective processes to develop and deploy staff. - Close liaison with line management in respect of managing performance, talent, leadership and individual competence development to meet the needs of the College. - Full utilisation of HR information systems to assist this process and ensure consistency of approach. - Support People & Culture Assistants to ensure that all documentation produced for their population area, is accurate and up to date and changes are implemented in a timely manner within payroll deadlines.	

Ensure confidentiality is maintained at all times (in and out of working hours)					
Role Dimensions					
Circa 1200 employees					
Key Interfaces					
- SGS employees at all levels - Legal Advisers - Recruitment Agencies - People & Culture Shared Service Team			- Pension Fund Providers - People & Culture (HR) Service Providers - People & Culture (HR) colleagues from local networks		
Supporting College Goals and Values – all roles					
In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values. This means: - Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. - Promoting the image of the College as one that is committed to the highest standards of delivery and service. - Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. - Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. - Promoting and implementing best practice in Health and Safety					
Measurable Performance Standards for this role					
- Absolute discretion and confidentiality - Client Satisfaction - Effectiveness of HR Policies and Legal Advice - Credibility of People & Culture (HR) team - Effectiveness of (particularly) performance management and recruitment processes					
Level of Disclosure and Barring (DBS) disclosure required					
Enhanced with Child Barred List					
Author and Date					
Alex Haddow 09.01.2024					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

People & Culture Business Partner



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE Maths and English grade C or above or equivalent	✓		Application form
CIPD Level 3 qualified	✓		Application form
CIPD Level 5 qualified or working towards	✓		Application form
Experience and knowledge			
Comprehensive knowledge of HR practices and sound employment legislation knowledge	✓		Application form/interview
Knowledge of the Further Education sector		✓	Application form/interview
People & Culture (HR) experience spanning the entire range of People & Culture (HR) Disciplines, CIPD qualified preferred		✓	Application form/interview
Strong interpersonal and relationship building skills	✓		Interview
Skills and abilities			
Willingness and ability to influence at all levels in the organisation		✓	Interview
Personal gravitas to be a credible business partner		✓	
Self-starter with the ability to deal with tough often ambiguous situations	✓		
Functional/Technical Skills – Unit E, Word, Excel,	✓		

Criteria	Essential	Desirable	Assessed by
Customer Service Excellence - dedicated to meeting the expectations of internal and external customers	✓		
Dealing With Ambiguity - can effectively cope with change, can shift gears comfortably	✓		
Priority Setting - eliminates roadblocks, creates focus, spends time on what's important	✓		
Business Acumen - knows the business and the competition, knows how strategies work	✓		
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview