

**Job Description: HR Business Partner**

<b>Job Title:</b>	HR Business Partner
<b>Department:</b>	Human Resources
<b>Salary:</b>	£45,585 to £54,395 pro-rata, plus significant USS pension benefits.
<b>Hours of work:</b>	35 hours per week
<b>Contract:</b>	Fixed term until 31/07/2025
<b>Location:</b>	Singleton Campus and Bay Campus, as required

<b>Background information</b>	<p>This is an exciting opportunity to make a real impact and to play a critical role in leading transformation across the University. As part of the HR Leadership Team, you will role model the University's values as you work with your designated Faculty and/or Professional Services function to drive business performance through people, or work with central HR colleagues to deliver strategic business priorities. Highly visible and role modelling excellent leadership, you will be responsible for identifying, developing and delivering innovative HR solutions based on a long-term view of the University's direction, within a complex and fast-paced organisation. Playing a critical role in optimising the performance of Faculties, Professional Services functions and sometimes the whole business, you will have strong emotional intelligence, exemplary communication skills, political awareness and the ability to work with and influence senior stakeholders. You will be outcome driven and exceptionally well-organised, with the ability to plan complex pieces of work at pace.</p>
<b>Main Purpose of Post</b>	<ol style="list-style-type: none"> <li>1. Develop strong relationships with senior leaders and HR colleagues to build insight into existing levels of capability within their Faculty/function against future requirements.</li> <li>2. Work with senior stakeholders to identify needs for the Faculty/function. Be accountable for the development of a local strategic HR implementation plan, which will be delivered on time and to the required level.</li> <li>3. Accountable for delivery of HR outcomes, working in partnership with senior leaders and HR colleagues to develop and utilise a systematic approach to identifying issues and developing innovative solutions.</li> <li>4. Role model a continuous improvement approach, using meaningful people MI to ensure HR solutions add value, are in line with the university's vision and drive sustainable performance for the organisation and customers.</li> <li>5. Lead the provision of innovative and aspirational HR approaches to maximise current and future performance capability throughout the Faculty/function.</li> <li>6. Use a coaching style of leadership to enable line managers to take accountability for delivery of HR outcomes within their Faculty/function.</li> <li>7. Design, deliver and evaluate training and facilitation solutions to increase the skills and capability of line managers and other stakeholders.</li> <li>8. Be outward looking and future focussed, using professional networks to benchmark performance, identify trends and recognise innovative approaches that will enable the university's 2020 vision.</li> <li>9. Responsible for working collaboratively with colleagues across HR to develop shared insights, priorities and activities as part of delivering the organisational People Strategy.</li> <li>10. Continually seek and act on feedback to learn and develop as a professional, taking responsibility for own CPD. As a high performing Department, HR is constantly improving and all HR professionals are expected to engage in alternative roles in other areas of HR or the wider University, for personal and professional growth or where it may be operationally required.</li> </ol>
<b>General Duties</b>	<ol style="list-style-type: none"> <li>11. To fully engage with the University's Performance Enabling and Welsh language policies.</li> <li>12. To promote equality and diversity in working practices and to maintain positive working relationships.</li> <li>13. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.</li> </ol>

	<p>14. Any other duties as directed by the Faculty Executive Dean/Head of Department, or their nominated representative expected within the grade definition.</p> <p>15. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University's Risk Management Policy.</p>
<p><b>Leadership Values</b></p>	<p><b>We are Professional</b> We develop ourselves and our teams through continued professional development, and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance.</p> <p><b>We Work Together</b> We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the “big picture” and harnessing ideas and opportunities to achieve the University's vision.</p> <p><b>We care</b> We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motivate and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand.</p>
<p><b>Person Specification</b></p>	<p><b><u>Essential Criteria:</u></b></p> <p><b>Leadership Values:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions.</li> <li>2. Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect and challenge.</li> <li>3. Demonstrable experience of creating environments that identify, understand and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care.</li> </ol> <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• A current CIPD membership qualification or significant relevant experience with a commitment to qualify within the next 24 months.</li> </ul> <p><b>Experience, Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• Evidence of successful HR leadership, developing and implementing strategic HR at an organisational or local level and influencing key stakeholders to support implementation.</li> <li>• Proven experience of delivery of an HR implementation plan to agreed level and timescales, taking accountability with stakeholders for non-delivery and putting in place appropriate action.</li> <li>• Evidence of applying continuous improvement principles and using meaningful people KPIs to review the HR agenda in order to add organisational value.</li> <li>• Proven track record of role modelling leadership behaviours at a senior level, showing courage and confidence to speak up skilfully and utilising professional expertise to challenge others, even when confronted with resistance.</li> <li>• Evidence of using coaching style of leadership to build capability and drive performance.</li> </ul>

- Evidence of designing, delivering and evaluating training and facilitation interventions that are impactful and deliver high quality outcomes to increase the skills and capability of line managers and other stakeholders.
- Evidence of successfully leading a team, creating a culture that motivates others to be innovative, outcome focussed and perform effectively to maximise the growth of the organisation.
- Evidence of working with HR community to develop shared insights, priorities and activities as part of an organisational plan and strategy.
- Evidence of horizon scanning, using professional networks to benchmark performance, identify trends and recognise innovative approaches.
- Proven experience of continual professional development, seeking and acting on feedback to learn and develop as a professional.

**Desirable Criteria:**

- Ability to communicate in Welsh

**Further Information:**

**For informal enquiries please contact:** Martyn Lewis, Head of Business Partnering:  
[m.a.lewis@swansea.ac.uk](mailto:m.a.lewis@swansea.ac.uk)

- Shortlisting: 8<sup>th</sup> April 2024
- Interview: 10<sup>th</sup> and 11<sup>th</sup> April 2024

