

People Partner



Role Description

GRADE Grade 6
LOCATION Sighthill Campus, Edinburgh
LINE MANAGER People Partner Manager

Role Summary

The People Partner is a key role within the People function.

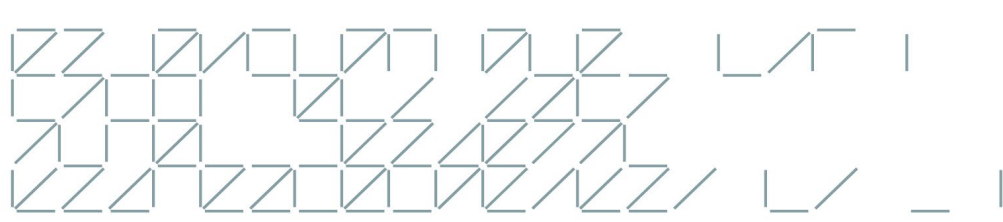
The post holder will partner aligned Schools and/or Professional Service leadership teams across the University and will work closely with key stakeholders to drive a high-performance culture and to support aligned areas to achieve their strategic objectives. Acting as a member of the functional leadership teams, the People Partner will challenge, guide, provide HR expertise and offer feedback as required on varied projects, programmes and change initiatives.

Line Management Responsibility for:

The People Partners do not currently have any line management responsibilities however they may do in the future. Supporting the coaching and development of HR colleagues is an important element of this role.

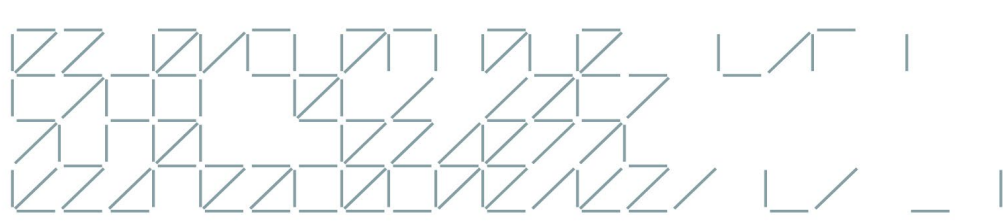
Main Duties and Responsibilities

- Support aligned areas to deliver their vision and strategic direction(s)
- Using evidence and data to identify people priorities for the university and to inform and drive decision making and change across aligned business areas.
- Lead on workforce planning - working with stakeholders to review the shape of the workforce to ensure an optimal balance of permanent and flexible staff with the right skills and knowledge.
- Lead initiatives that benefit the university through increased collaborative trust, colleague engagement, leadership effectiveness, and workforce productivity.
- Lead on organisation change, providing guidance on organisation design principles, individual and collective consultation and associated people change processes
- Act as a local point of people expertise for specialist teams that are implementing new people approaches
- Work with key stakeholders to solve people challenges and mitigate people risk .
- Collaborate with senior leaders and colleagues across the University to support the achievement of the University's strategy, ensuring effective integration and alignment of People strategies with other deliverables.
- Act as a coach and confidante to key stakeholders, supporting them with their personal development, discussing and advising on people management matters and challenging thinking and the status quo.
- Support engagement improvement activities across aligned areas, encouraging senior leaders to strive for top quartile engagement results.
- Influence the addressing of people issues (including managing performance) in a timely manner and ensure that appropriate leadership behaviours and skills are evidenced.
- Provide people expertise, supporting as required on complex employee relation cases.
- Support the leadership teams to operate as high performing teams and meet their objectives.
- Work closely with colleagues across the People Team to ensure that a diverse workforce with the right skills and behaviour is being attracted and selected to join Edinburgh Napier University and to ensure that we are implementing development interventions which support our people plans.
- Support the leadership teams in delivering successful projects, programmes and/or change initiatives.
- Work closely with the wider People Team to ensure that all legal and regulatory implications are fully understood and embedded across the team.
- Support the embedding of the People function operating model.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education / Qualifications		
• Degree or CIPD qualification		✓
• Evidence of ongoing professional development.	✓	
• Extensive relevant experience in a comparable role		✓
Skills / Experience		
• Strong HR generalist background	✓	
• Proven experience in an HR Partnering or HR Consultancy role.	✓	
• Experience of leading on OD and organisational change initiatives	✓	
• Experience of case management particularly at a complex level.		✓
• Management experience at both strategic and implementation levels including experience of coaching and developing staff.	✓	
• Ability to use strong leadership and management skills to engage, empower and motivate staff to deliver a high-performance culture.	✓	
• Strong networking and relationship building skills including experience of working with and influencing senior management	✓	
• Experience of shaping and leading substantive initiatives and projects ability to manage multiple priorities.	✓	
• Experience of developing and implementing policy within a large organisation and experience of engaging diverse groups in changes to existing processes and procedures including consultation with trade unions.	✓	
• Strong interpersonal skills, combined with resilience.	✓	



• A passion to seek out, drive and implement innovative change initiatives and inspire others to do the same	✓
• Ability to analyse, develop and implement strategy.	✓
• Ability to work flexibly and within a fast-paced environment.	✓
• Highly developed negotiation and influencing skills.	✓
• Desire to work as part of a bigger team who work together to achieve broader team goals.	✓
• Experience of writing and managing papers/ proposals or strategies for high level boards or committees.	✓
• An empathy with and understanding of the key challenges facing the University.	✓
• Passion to develop the culture of the University and ensure that it is seen and felt to be a great place to work by all employees.	✓
• Ability to be decisive and display excellent time management skills.	✓
• Excellent oral and written communications skills.	✓
• Recruitment and selection skills and experience of senior level recruitment.	✓
• High quality of written and verbal presentation skills.	✓
• Budget management experience.	✓