

**HR Business Partner (1.0 FTE)
Human Resources
Permanent**

Job Title	HR Business Partner
Location	Glasgow School of Art campus
Reports to	Director of HR
Purpose	To work with Schools/ Departments throughout the Glasgow School of Art to develop innovative, best practice HR solutions to deliver the People Strategy, meet the institution's objectives and to support high performance.

The Role

Principal Accountabilities

Working directly with Schools/ Departments across The Glasgow School of Art (GSA) and connecting with the HR team, develop and deliver innovative, best practice HR solutions to meet the institution's objectives, including:

- Building organisational and people capability aligned to strategic ambitions and a positive employee experience;
- Developing a workforce planning approach across Schools/ Departments to ensure fit for future purpose;
- Using business and data insights to drive positive change in performance and people management activities, and
- Enabling organisational change through the provision of robust and trusted advice on people implications.

Main Duties

Partnering Schools/ Departments

- Building and maintaining strong, effective, collaborative relationships with Schools/ Departments to support the achievement of GSAs strategic objectives through effective people management and organisational development.
- Developing expert knowledge and understanding of the operating environment of the partner Schools/ Departments.
- Contributing to and being included as an integral part of the partner Schools/ Departments management team, enabling successful implementation of strategic activities and key initiatives by:
 - advising from the outset on the people implications of plans and changes;
 - leading on HR projects for the Schools/ Departments including change management, restructures, TUPE, OD initiatives to ensure effective implementation and compliance with GSA policies and procedures;
 - initiating and influencing change management programmes to deliver improved organisational performance;
 - driving proactive workforce planning approach, collaborating with colleagues across GSA e.g. Finance and Strategic Planning colleagues;

- ensuring HR policies and practices are fully embedded and operational;
 - coaching and facilitating the acquisition and development of skills and knowledge in others (managers and colleagues) so that they are better equipped to be self-reliant in dealing with people issues;
 - developing people management capabilities across teams, and
 - providing a diagnostic service, informed by data (e.g. on performance, EDI, workforce), on a range of HR issues and recommending a range of specialist or generalist HR interventions e.g. in relation to sickness absence trends, recruitment outcomes, turnover, development.
- Providing Schools/ Departments with appropriate understanding of HR strategic programmes and how these enable high performance across the institution.
 - Connecting Schools/ Departments with HR services e.g. recruitment, queries, evaluations, terms and conditions, employee relations, policies, sickness absence management.

Contributing to a high-quality HR Function

- Responsible for a portfolio of Projects within HR and across The Glasgow School of Art.
- Support the preparation of reports and data to inform people practice and update senior stakeholders and Committees.
- Contributing to People Strategy development and implementation.
- Supporting and where appropriate leading on the development and integration of HR projects.
- Developing and implementing innovative and effective HR solutions.
- Working with the HR team on seamless provision of high quality, credible and prompt HR advice and guidance.
- Acting as a role model for others in HR and across GSA, demonstrating at all times GSA's values and behaviours.
- Be a member of the Senior HR Team, contributing fully in decision making.
- Play an active part in continuous improvement of HR practice and services to ensure delivery of a high quality and well-regarded HR Function at GSA.
- Build and maintain credibility and strong working partnerships with trade union colleagues.

Other duties will also include: -

- Supporting complex HR employee relations case work as required.
- Supervision of HR colleagues where appropriate when collaborating on work.
- For pieces of work directly involved in, ensuring HR systems and data are updated.
- Contributing to team development and coaching of HR colleagues.
- Maintaining own continuous professional development, including seeking opportunities to demonstrate leadership.
- Completion of eLearning modules and career review processes.
- Any other duties as reasonably requested by the line manager to meet the needs of the business.

Relationships

Principal Internal Contacts:

- Heads of School/ Departments
- Senior management teams
- Trade Union Representatives
- Managers
- Colleagues within the HR Team

Principal External Contacts:

- HR network across HEI sector

Person Specification

Experience / qualifications

Essential:

- CIPD qualified (or equivalent) and a working knowledge of contemporary approaches to the following:
 - Organisational design and development
 - Workforce Planning
 - Change Management
 - Employee experience
 - Reward and recognition
- Experience of working as an HRBP
- Competent and confident in using Microsoft Office packages
- Experience in analysis of HR management information and data
- Experience of using HR systems
- Evidence of CPD and up to date knowledge of employment legislation and best HR practice

Desirable:

- HEI sector experience
- Project management experience

Skills and attributes

Essential:

- Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
- Skilled at building positive, collaborative relationships and establishing credibility with stakeholders to gain trust and confidence of key stakeholders
- High level of coaching skills and is able to coach senior leaders
- Builds effective relationships including teams, networks or communities of practice and fosters constructive cross team collaboration
- Self-motivated, proactive and has the ability to work effectively as a member of the HR Team, sharing and demonstrating areas of good practice
- Professional approach and is an ambassador for the HR Function at all times, showing absolute discretion, diplomacy and sensitivity
- Able to offer constructive challenge informed by evidence-based insights and professional insight
- Delivery focussed whilst maintaining service standards, with the ability to organise and prioritise workload, competing demands and multiple projects.
- Able to analyse problems at a strategic and operational level, identifies the root cause and develops enabling and innovative solutions
- Role models inclusive HR practice
- A change agent, committed to continuous improvement, new ways of working and innovation
- Strong diagnostic skills, working with numerical and non-numerical data
- Ability to adopt a pragmatic and risk-based approach to practice

Terms and Conditions

Contract	Permanent
Probationary Period	<p>It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description</p> <p>The probation period for this role is 6 months</p>
Salary	Grade 7 - £40,931.00 - £51,805.00 per annum
Hours	35 hours per week
Holidays	35 days plus 11 statutory holidays per annum
Pension	Local Government Superannuation Scheme
Notice Period	3 months

To find out more information about the Glasgow School of Art, please visit our website;

<http://www.gsa.ac.uk/>