

HR Business Partner

Human Resources Division

Closing Date: Sunday 2nd June 2024
Job Reference: **AH39485**



The role

Salary:

£40,521—£54,395 (pro-rata)

Contract:

Multiple Vacancies

**Permanent and Fixed
Term Available**

Location:

The Old Schools,
Central Cambridge

Department:

Human Resources Division

Responsible to:

Lead HR Business Partner

Working pattern:

Full-time

The HR Business Partner works with managers in Departments throughout the University to develop and deliver innovative, best practice HR solutions to meet the institution's objectives.

Key responsibilities

1. Consultancy

- Provide diagnostic service on a range of HR issues, analyse and define problems and recommend a range of specialist and generalist HR solutions to meet service and departmental requirements.

2. Advising

- Provide advice and guidance in response to HR best practice, procedure or policy within a legal or organisational policy framework and develop solutions or recommendations to meet service needs.
- Support managers in resolving issues and undertaking casework within reasonable timescales. Relating to the whole HR spectrum.
- Develop and implement appropriate HR solutions in the management of organisational change to meet organisational requirements.
- Deliver high quality, customer-focused HR services to managers that meet needs and requirements.

3. Developing HR Service and Policy

- Research, develop and influence the acceptance, implementation and embedding of best practice HR services, policy and principles, monitor the ongoing application and comment on effectiveness.

- Proactively identify issues/ improvements to be addressed/ developed within the context of future service requirements and/or influence/ persuade challenging individuals.

4. Managing Relationships

- Build and develop strong working partnerships with managers, trade unions, colleagues, specialists and other key stakeholders/ providers to deliver requirements and mitigate risk.
- Be an ambassador for the HR Division in these interactions.

5. Enabling Others

- Coach and facilitate 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.

6. Project Management

- Lead and implement self-contained projects or components of larger projects to deliver organisational objectives, as well as enabling appropriate changes in HR policy or practice to take place.

7. Leadership and Management

- Provide leadership to HR teams providing services to the institution, ensuring that they understand its drivers and can turn its service vision into action.

8. Professional Development

- Maintain and develop own knowledge of employment law, HR best practice and other relevant knowledge bases to enhance professional capability.



Person specification

	Essential	Desirable
Relevant experience		
HR professional with significant experience in either a generalist or specialist environment, including operational exposure to application of employment law, case management and organisational change management	✓	
Evidence of well-developed communication, influencing and negotiation skills with both internal and external customers	✓	
Experience of advising and influencing senior management on matters of HR strategy and practice	✓	
Experience of having implemented project planning and management methodology, including the delivery of work to quality and time, autonomously and through others	✓	
Evidence of delivering innovative best practice techniques for whole HR Spectrum.	✓	
Specialist knowledge & skills		
Good management and leadership skills, acting positively, flexibly and constructively, bringing energy and focus to the role and team	✓	
Collaborative approach demonstrating mutual trust and support		✓
Ability to analyse problems at strategic and operational level, use a positive and flexible approach to identify root cause and develop a range of creative and innovative solutions that will add value	✓	
Ability to focus on customers, being innovative and creative, open to new ideas and challenge and committed to individual learning and development		✓
Ability to build and maintain effective working relationships at all levels to influence and strengthen communication and rapport with stakeholders	✓	
Good written and verbal communication skills and ability to successfully present information verbally through use of formal presentation to	✓	
Strong analytical skills and ability to produce and present clearly articulated, well structured, concise reports including the analysis of qualitative and quantitative data	✓	
Experienced user of Microsoft Office and relevant computer software		✓
Qualifications		
Graduate with membership of the CIPD or equivalent level of practical experience in either private or public sector	✓	

Human Resources Division



The Human Resources (HR) Division supports the University to deliver its goals of excellence in education, learning and research via the recruitment, retention, reward, recognition and development activities of our staff.

Together with HR colleagues embedded in Departments, the staff of the Division form a University-wide HR community dedicated to ensuring that the University continues to maintain and enhance its reputation as a leading employer. Our people are the University's greatest asset and the Division is committed to attracting and developing talented individuals, working as a cohesive whole to ensure all staff are supported at all times during their careers at the University.

At the heart of the Division is the HR Business Partnering team, which pro-actively supports managers and senior leaders across all the University's academic and non-academic departments in achieving their people-related strategic goals.

Alongside the HR policies, procedures and guidelines in place throughout the full lifecycle of employment, the Division offers a wide range of HR services to staff, with teams providing specialist support, guidance and administration for a wide range of functions, including but not limited to:

- Equality, Diversity and Inclusion
- Organisational Development
- Learning and Development
- Resourcing
- Reward
- HR Policy
- HR Shared Services and Analytics
- Postdoc Academy and Research Culture
- Childcare

In addition, the Division manages a diverse programme of strategic projects and initiatives, which may be short or long term in nature, but are usually complex, involve a broad range of topics, and make a significant impact at University and/or Department level.

A new overarching People Strategy is currently being developed. It will aim to ensure that the University is an employer of choice with a culture, policies and procedures that set high expectations, whilst providing a stimulating, inclusive and rewarding environment for its people and a competitive advantage to the institution.

Terms of appointment

Tenure and probation

Both Fixed Term and Permanent positions available.

Appointments will be subject to satisfactory completion of a probationary period in line with the length of the appointment.

Hours of Work and Working Pattern

The hours of work for the position are full-time, working Monday – Friday. We welcome applications from individuals who wish to be considered for flexible and hybrid working.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays and Christmas closedown days. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks

This role requires a basic disclosure and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the University.

Equality and Diversity

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Lauren Taylor, HR Coordinator who is responsible for recruitment to this position.

The University

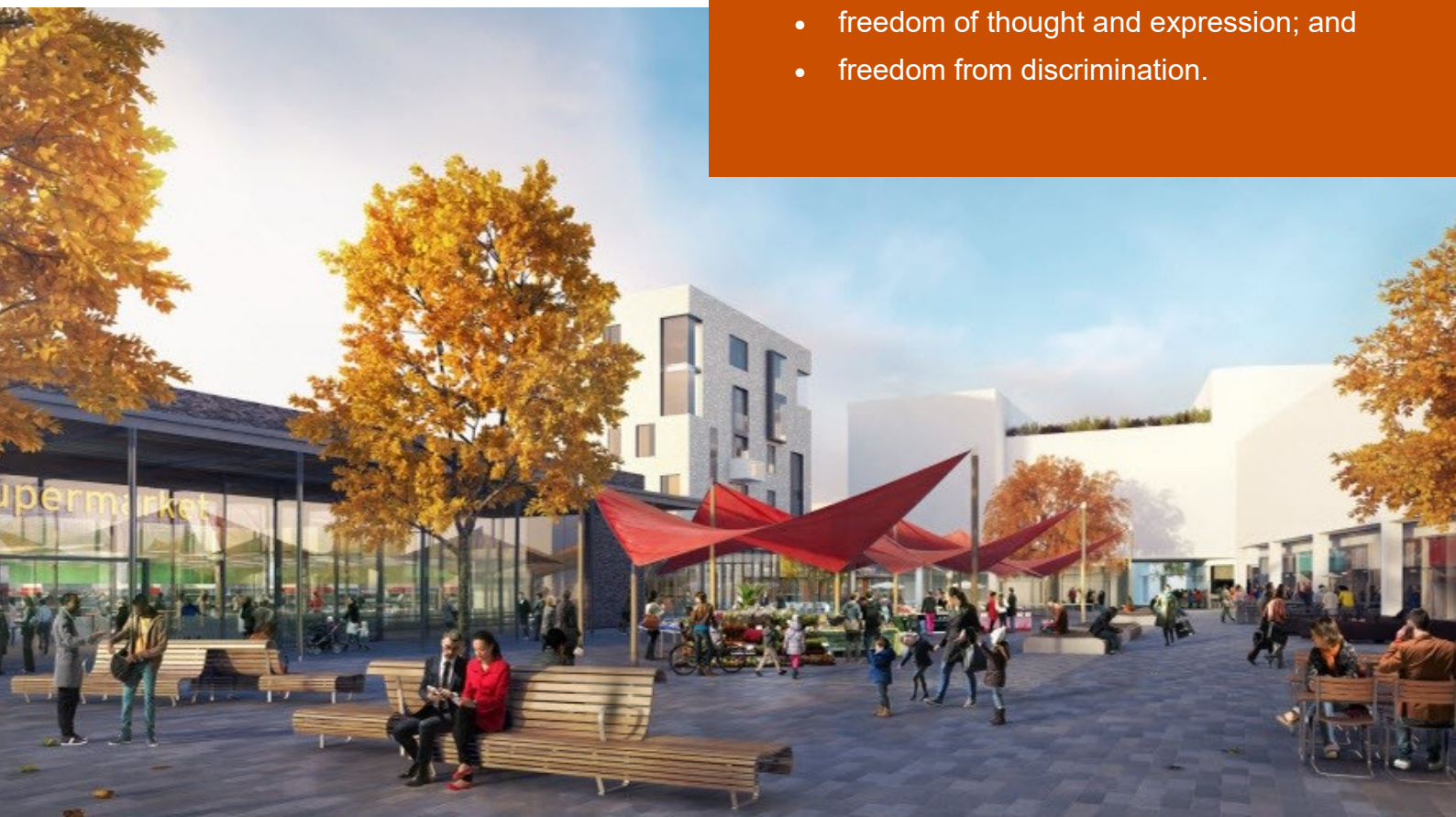
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



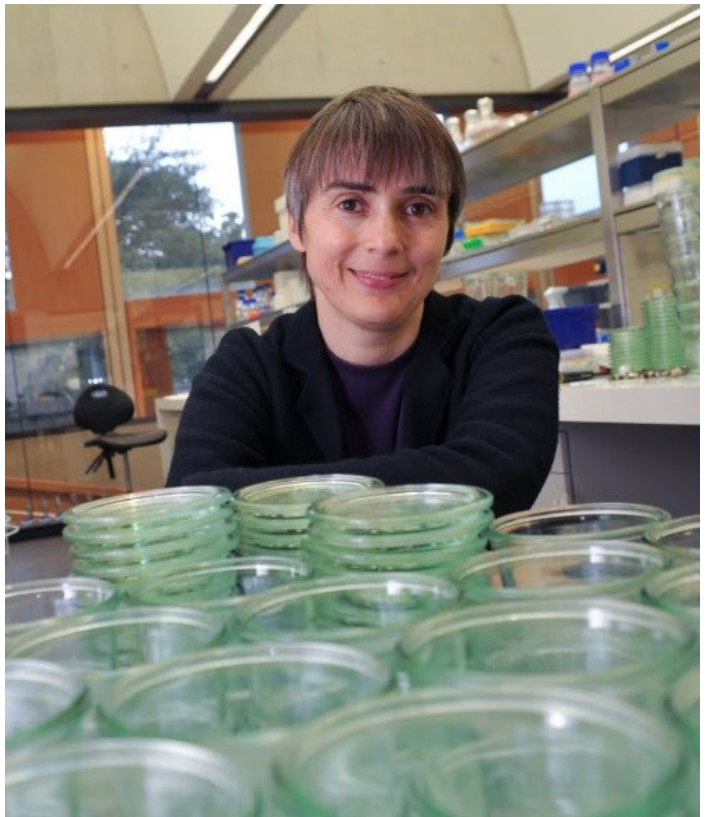
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



CAMBens employee benefits

We offer a CAMBens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMBens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes: Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Please note, we ask that a CV and Covering Letter are uploaded alongside applications.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

Louise Akroyd, Lead HR Business Partner

Email: Louise.Akroyd@admin.cam.ac.uk

Any queries regarding the application process, should be directed

to: Lauren Taylor, HR Coordinator

Email: Lauren.Taylor@admin.cam.ac.uk

The closing date for applications is: Sunday 2nd June 2024

Please note we will be reviewing applications on a regular basis.

We reserve the right to close the position early once the available position is filled.