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| **Job Title** | P&C Business Partner |
| **School / Service** | People & Culture (HR)  |
| **Grade and Salary Range** | H |
| **Location and Hybrid working status** | Docklands |
| **Reporting to** | Associate Director P&C EE&D |
| **Responsible for** | N/A  |
| **Liaison with** | University leaders, L&D Lead and Partner, Employee Engagement and Comms, ER team, HR Operations, Talent Acquisition |
| **Contract type** | Full time, permanent  |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines cutting-edge education with a passion for creating positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our transformational 10-year Vision 2028 strategic plan, spearheaded by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for creating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your unique skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome talented individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DIRECTORATE**

The People & Culture directorate (approx. 40 staff) is organised across five distinct core functions, aligned to the delivery of our People Strategy - Talent Acquisition, Employee Experience & Development, Operations, Systems & Services, Employee Relations & Policy and Health, Safety & Wellbeing.

The People & Culture directorate is responsible, in partnership with stakeholders across the organisation, for delivering the University of East London’s People strategy, in furtherance of the UELs strategic progress outlined in our Vision 2028 strategy. It is focused on the delivery customer-centric and operationally excellent services to create an environment where people are attracted to work at UEL, to be supported to develop and grow, and deliver their best work in a high-performing and supportive environment.

**JOB PURPOSE**

The **People & Culture Business Partner (P&C BP)** is responsible for the execution of the People Strategy across UEL by designing, delivering and embedding business area People plans, evolving them as needed. In this role, the P&CBP will help build leadership and management capability, enhance the employee experience, provide HR perspective to business decisions and influence, develop and integrate targeted people strategies.

**KEY DUTIES AND RESPONSIBILITIES**

**The following are the main accountabilities for the job. This list is non-exhaustive and other duties commensurate with the grading of the job, may also be assigned to suit as the University needs require.**

* Work across the People and Culture team to establish strong relationships to have a good working knowledge of people initiatives to enable a confident, customer focused approach to managing stakeholders across the University, being relentless at joining things up and engaging business areas with the agreed narrative.
* Building effective relationships across Business area leadership teams to design, develop and deliver people plans aligned to the People Strategy. Offering guidance and challenge to shape their approach and deliver high performance.
* Support and coach the leaders of UEL on all strategic people leadership matters, including business change and transformation.
* Lead Organisational Design projects to effect business change and transformation, aligned to the People Strategy, Business Strategy and Vision 2028.
* Supporting and driving key P&C initiatives across the organisation, including performance and talent management, engagement, succession planning, compensation planning, staffing, training and development, diversity and inclusion, rewards & recognition, and employee communication. Ensuring all aspects are integrated in departmental People Plans.
* Be obsessed with data and insights! Working with colleagues from Systems and Insights and the wider Employee experience and Development team to ensure robust data sets and insights are produced to inform strategic decisions across the University, utilising data to inform People plans for all business areas.
* Proactively handling day-to-day operational aspects and contributing at the strategic level, ensuring seamless transition and hand off to the Employee Relations team where needed
* Working with Director P&C and AD EE&D on establishing key people strategies to support business objectives.
* Providing solutions to employee-related challenges while maintaining a balance between being a strategic business partner and employee champion and actively upholding and supporting the mission of the organisation.
* In collaboration with P&C Reward & Recognition Team, managing the merit planning process ensuring budget constraints are met and employees are rewarded at market level and in line with performance.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Degree or CIPD Level 5 qualified or work equivalent experience.
* Experience of leading people-centric change initiatives.
* Experiences of dealing with complex HR cases.
* Ability to work across the People & Culture functions and other areas of the business to provide a seamless service to your business areas.
* Experience leading strategic HR programmes and change initiatives.
* Experience administering and facilitating reporting, analysing, and interpreting data to provide insights and recommendations in line with strategy and business targets.
* Exceptional and proven stakeholder engagement and partnering skills across all levels of the business.
* Excellent written and verbal communication skills with the ability to build and develop trusted relationships.
* Strong organisational skills, ability to focus on detail and adapt quickly.
* Ability to work collaboratively and flexibly with colleagues.
* Ability to carry out responsibilities with minimal supervision and thrive both on own initiative and as part of a team.
* Strategic mindset, looking for ways to connect the dots and join things up.

**Desirable**

* Coaching qualification.
* Evidence of ongoing professional development or extensive relevant experience in a comparable role.
* Experience of working in Higher Education sector (or engaging with) private/ public sector industry/ government/ business services.
* Knowledge of current policy developments in Higher Education and their implications.

**COMPETENCIES REQUIRED**

* This role is Chartered Level on the CIPD Professional Competencies Map.
* <https://www.cipd.co.uk/cipd-hr-profession/cipd-hr-profession-map/default.html>

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Qualifications relating to HR, training, development, reward, or engagement are desirable, as is CIPD accreditation. We’re more excited about proven experience and impact in previous roles than a specific certification.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!