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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 Employee Experience & Development |
| **Responsible for** | N/A  |
| **Liaison with** | University leaders, L&D Partner, Employee Engagement and Comms, ER team, HR Operations, Talent Acquisition |
| **Contract type** | Full time, 1 year fixed term contract |

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 7 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.

You will work in partnership across the People & Culture function to design and deliver people solutions that align with the Employee Experience & Development strategic goals (Performance, People, and Services), ensuring initiatives directly contribute to UEL’s Vision 2028 priorities.

**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.**

* Build strong, collaborative relationships across Schools, Services, and the People & Culture function, to design and deliver People Plans aligned to the People Strategy, providing expert guidance and challenge to drive high performance and joined up delivery.
* Drive strategic workforce planning across Schools and Services by assessing readiness, setting priorities and sequencing, and embedding a practical framework that enables leaders to plan proactively for future workforce needs.
* Implement and embed succession planning for critical roles, identifying successors, readiness and gaps, and partnering with the Learning & Development team on targeted development actions.
* Champion and support to embed core People & Culture initiatives such as performance and development, reward and recognition, wellbeing, employer branding, leadership and management development, engagement, learning and inclusion, ensuring alignment and integration across all departmental People Plans.
* Lead Organisational Design projects to affect business change and transformation, aligned to the People Strategy, Business Strategy and Vision 2028.
* Support and coach UEL leaders on strategic people leadership matters, fostering capability and readiness for change.
* Establish and maintain a comprehensive people-data baseline (e.g., attrition, tenure, hard-to-fill roles, pipeline readiness), collaborating with Systems & Insights to convert data into strategic insight and impact reporting for the University Executive Board and the P&C Senior Leadership Group.
* Strengthen performance and recognition practices, link workforce-planning outcomes to UEL’s newly launched Performance Framework and Values and identify and address critical skill gaps to enable adaptability and growth.

Proactively manage day-to-day partnering and ensure seamless hand-off of employee relations casework to the Employee Relations team where appropriate.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Degree or CIPD Level 5 qualified or equivalent experience.
* Proven experience of leading and delivering strategic HR or organisational change programmes, including organisational design, development and transformation.
* Demonstrable experience in strategic workforce planning, including analysing workforce data, forecasting future needs, and creating actionable people plans.
* Experience designing or implementing succession planning and leadership development approaches that identify critical roles, assess readiness, and support talent growth.
* Ability to interpret people data to influence decision-making, demonstrate impact, and report to senior leadership.
* Experience partnering with senior leaders to shape people strategy, challenge thinking, and influence outcomes that drive organisational performance.
* Excellent stakeholder engagement and communication skills, with a proven ability to build trust, credibility, and collaboration across all levels.
* Proven ability to work across People & Culture functions and other areas of the business to provide a seamless service to your business areas.
* Strong planning and organisational skills; able to manage multiple priorities and adapt quickly to change.
* Demonstrated ability to work both independently and collaboratively within a matrixed environment.
* Strategic mindset, with the ability to “connect the dots” and translate strategy into deliverable, measurable outcomes.

**Desirable**

* Coaching qualification or evidence of experience applying coaching skills in a leadership or partnership context.
* 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!