Goldsmiths, University of London, is proud of its reputation for innovative and challenging thinking across its wide range of disciplines. One of its major strengths is its interdisciplinary ethos - the way in which departments, centres and units interrelate to offer new perspectives and insight.

Goldsmiths is committed to creating an inclusive and accessible working environment for all staff. If you would like to access confidential advice or guidance in relation to workplace reasonable adjustments, adjustments to the recruitment or selection process, or flexible working arrangements please contact HR-recruitment@gold.ac.uk.

The Role

The HR Business Partner will act as a “critical friend” and trusted partner to the Senior Management team in their assigned School or Professional Service Directorate providing advice, guidance and coaching to empower and develop Goldsmiths leadership and management capability.

HR Business Partners should have a track record of providing credible solutions to stakeholders and proven ability to work pragmatically to ensure Goldsmiths good reputation and ability to facilitate constructive employee relations.
Reporting to the Director of Human Resources, the HR Business Partner team will be stand-alone strategic team and focus on high level casework (tier 2), strategic resourcing, workforce planning, performance management and organisational change. The role will also work in collaboration with the HR Advisers to ensure a seamless service provision on formal casework. HR Business Partners will also collaborate with the OD and Equalities Team to Commission and develop OD and EDI interventions aligned to the business strategy of their client group.

General Responsibilities

- Be a key adviser to senior managers working in close collaboration with Management Accountants and Strategic Planning to develop an integrated approach to work force planning, strategic resourcing and performance improvement
- Contribute to the development of HR policies, practices, and principles to support the staff and student experience. To contribute fully to the development of the specific HR policies underpinning employee relations and effective management of people issues.
- At the discretion of the HR Director take a lead role in one of the following: Union engagement, Employment Law and HR Policies & procedures.
- Work closely with the Director of Human Resources to support improvements in college performance, effective employee relations and organisational change.
- Show initiative in the development and advancement of staff, as part of the move to being a 'Learning Organisation', and ensure that staff are motivated to learn and develop skills to enable job enrichment and meet their potential and aspirations.
- Contribute to Goldsmiths wide projects or initiatives as and when required.
- Represent Goldsmiths on appropriate external bodies as and when required.
- Engage with Goldsmiths’ commitment to advance equality, diversity, and inclusion and to further social justice, understanding, inclusivity and opportunity through education.

Specific Responsibilities

- Be responsible for a designated Academic School or Professional Services and act as a “critical friend” and trusted partner to senior leaders, providing advice, guidance and thought leadership as required. Using workforce information, performance data and EDI data, support senior leaders to develop a more strategic approach to workforce planning and resourcing, (including the deployment of Associate Lecturers) to support Goldsmiths strategic aims.
- Support the implementation of the new HR Operating Model in collaboration with the Head of HR Operations, Shared Service Team Leader and Senior Recruitment Officer.
- Lead on HR projects for client group including change management; restructures, TUPE, OD initiatives to ensure effective implementation and compliance with Goldsmiths policies and procedures.
- Advise on job evaluation appeals. Under-take role analyses of job descriptions and person specifications in consultation with the Reward Analyst. Advise managers on role content to ensure they accurately reflect the role and person specification needed. Participate on job evaluation panels and record outcomes accordingly.
- Contribute to building leadership and management capability across the College by coaching and mentoring of senior managers; collaborating with OD colleagues to commission leadership development interventions and other development programmes to support the College’s strategic aims.
- Work alongside the Senior Management Team within designated client group to actively develop and embed EDI interventions which promote greater equality diversity and inclusion for staff to support Goldsmiths’ strategic aims.
- Lead on and provide case management support on Employment Tribunal, serious and complex employee relations cases (tier 2). (For example: formal dismissals hearings, Statute 16 cases, appeals and ETs).
- Work in collaboration with HR Advisers to develop more effective early resolution and mediation to minimise the number and impact of employee relations cases.
- Support development of knowledge, skills and practice across HR and the wider College, including contributing to the design of course materials relating to HR policy, procedures and initiatives.
- Be committed to the highest standards of professional development to ensure that the HR services offered to client groups remains of the highest quality and is fit for purpose. Develop processes including peer review to encourage regular reflection on service delivery to help improve the department’s reputation and work with other HR team members to share best practice.
- Undertake project work and participate in working groups.

No job description can be entirely comprehensive and the job holder will be expected to adapt and carry out other such duties as may be required from time to time, on the understanding that they will be within the individual’s remit and capability, and consistent with the status and responsibilities of the role within Goldsmiths.
Person Specification

The essential criteria sections show the minimum essential requirements for the post. If you cannot demonstrate in your application you meet the essential criteria shown below, you will not be short-listed for interview. The desirable criteria sections show attributes which would enable the applicant to perform the role more effectively with little or no training.

<table>
<thead>
<tr>
<th>ID 043 – Essential Knowledge and qualifications</th>
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<tbody>
<tr>
<td>• Experience in a generalist/advisory HR role</td>
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<td>• HR experience in a highly unionised environment with complex industrial relations</td>
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<tr>
<td>• Experience of acting as a change agent and champion to support organisational change programmes</td>
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<tr>
<td>• Educated to degree level or equivalent.</td>
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<td>• Graduate member of CIPD.</td>
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<tr>
<td>• Working knowledge of employment law and good practice.</td>
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<tr>
<td>• Ability to use Microsoft Office packages e.g. Word, Excel to intermediate level</td>
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<td>• Experience in data analysis and producing Excel reports.</td>
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<tr>
<th>Desirable Knowledge and qualifications</th>
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<tr>
<td>• Experience of delivering high quality customer HR service in a complex organisation.</td>
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<tr>
<td>• Working knowledge of employment law and good practice.</td>
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<tr>
<th>Essential Skills and competencies</th>
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<tr>
<td>• Professional and customer focused approach including absolute discretion, diplomacy and sensitivity.</td>
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<td>• Ability to deliver consistently professional, high-quality work. With a view to seeking continuous improvement</td>
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<tr>
<td>• Ability to interpret policies and procedures, identify issues and use initiative when providing solutions.</td>
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<tr>
<td>• Excellent interpersonal skills with the ability to influence effectively with staff at all levels and build effective relationships.</td>
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<tr>
<td>• Substantial experience in and knowledge of advising managers on HR related procedures, casework, change management and policy interpretation.</td>
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<tr>
<td>• Experience of using HR systems</td>
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<tr>
<td>• Comprehensive knowledge of current and emerging legislation, case law and best practice with an aptitude for translating legal developments into practice.</td>
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</tbody>
</table>
• Ability to identify risks and provide options that are solution orientated.
• Strength in influencing and negotiating others to change position and jointly identifying solutions.
• Ability to interpret and analyse information and make appropriate recommendations.
• Experience of working on HR projects and implementing new initiatives.
• Prioritise own workload working under pressure juggling multi priorities and deadlines.
• Resilience and tenacity when overcoming a number of obstacles to achieve results.
• Ability to work independently and as part of a team sharing and demonstrating ideas of good practice.
• Identify development opportunities and complete training needs analysis with a view to the continued learning and development of your areas.
• Develop and deliver workshops as and when required.
• Ability to manage other HR professionals including, coaching, performance management, appraisal and development.

**Essential Criteria - Other**

Experience of proactively advancing equality for diverse student and / or staff communities (for example, people of colour, disabled people, people of diverse faith backgrounds, LGBTQ+ people and other marginalised groups).

**Important working relationships**

- HR team
- Trade Unions
- Legal & Governance teams (eg Immigration, legal)
- Departmental Management Groups, including Pro-Wardens, Heads of School, Registrar & Secretary, and Heads of Department
- Finance – especially Payroll and Management Accounts
- Strategic Planning
Summary of Benefits

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You will also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS pension scheme
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities
- Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.