

## JOB DESCRIPTION

### Senior HR Business Partner

<b>Post Ref</b>	5.3.3
<b>Reporting To</b>	5.3 Associate Director, HR, L&D and Facilities
<b>Pay Band</b>	G7
<b>Line Management</b>	5.3.3.1 Resourcing Manager 5.3.3.2 HR Business partner Employee Engagement and Policy
<b>Budget Management</b>	

#### Job Purpose

To work in partnership with leaders, key stakeholders and HR colleagues to shape, develop and deliver HR plans and solutions in line with the needs and priorities of Ofqual. Operating as the departmental HR expert, to advise, guide and support staff and managers by providing high level people management and development support across designated directorates.

#### Key Accountabilities

- Providing expert HR advice and guidance to managers and staff on HR matters, supporting managers in dealing with complex casework, performance, attendance and employee relations issues.
- Providing advice and guidance to the Executive Board and managers on employment matters; influencing management and the leadership around the people agenda to maximise service performance.
- Identifying HR priorities from corporate and departmental plans, translating business requirements into effective HR practices and delivering people solutions aligned to business objectives.
- Delivering key HR initiatives across the HR spectrum, including workforce planning, restructuring, resourcing, talent management, pay and reward, employee relations, employee engagement and performance management.
- Ensuring key stakeholders (e.g. the Cabinet Office and Treasury) are informed / consulted on relevant changes such as restructures, redundancies and retirements etc.

- Commissioning services, projects or activity that supports the delivery of HR and departmental strategies and objectives; working with third party providers to ensure that services meet business needs and are delivered to agreed standards and timescales.
- Analysing and reporting HR information to support with benchmarking and the development of HR strategies and solutions. Ensuring that all internal and external reporting requirements are satisfied through the provision of management information and HR returns.
- Maintaining a clear understanding and providing up to date knowledge of the legal framework within which HR operates; developing HR policies in line with current legislation and keeping abreast of modern HR procedures and best practice.
- Supporting the development and implementation of Ofqual's pay and reward strategy e.g. through support with pay negotiations, production of annual reward statements, operation of annual performance review and bonus allocation process.
- Ensuring the smooth running of working parties to facilitate the delivery of HR policies, projects and initiatives.
- Developing and maintaining good relations (informal and formal) with the recognised trade union and leading on negotiations where necessary.
- Directing and supporting the HR Business Partners and/or the HR Support Officer in their duties to support the delivery of the HR strategy, including overseeing all payroll processes to ensure staff are paid on time and correctly.
- Monitoring and supporting HR activity to ensure the terms of the HR SLA are being met. Addressing HR related business continuity issues.
- Deputising for the Associate Directorate of HR, L&D and Facilities as required.

### **Corporate Accountabilities:**

- Leading by example as a role model for Ofqual's values and professional standards.
- Driving the delivery of business and corporate plans for your own areas of responsibility.
- Driving continuous improvement within your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
- Managing individuals or teams through line management and/or matrix management arrangements as required, ensuring under performance is managed and adequate resourcing is planned to meet objectives.
- Managing delegated resources (e.g. budgets, equipment and contracts) as appropriate, to ensure value for money.
- Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures

including equality, sustainability and the environment, health and safety and data protection.

- Performing any other reasonable duties as directed by line management.

**This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.**

## PERSON SPECIFICATION

### Experience

Criteria	Essential (E) or Desirable (D)
Strong track record of developing and implementing policy, experienced in implementing HR strategy.	E
Experience of working in partnership with a range of stakeholders including managers, trade unions, employees and external partners.	E
Experience of managing and improving employee relations in a unionised environment.	E
Experience of managing conflict and sensitive issues and achieving positive outcomes.	E
Experience of developing and managing change projects and programmes.	E
Experience of delivering strategic priorities within strict timelines.	E
Experience of developing workforce plans that reflect organisational/departmental need.	D
Experience of leading and shaping work with others from different professional backgrounds to achieve organisation priorities.	D

### Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Ability to work on own initiative, prioritise work to deadlines and pay attention to detail.	E
Ability to analyse complex information and recommended solutions.	E
Excellent written and oral communication skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.	E
Skilled analytical thinker with ability to critically assess requirements and select 'best fit' approach to meeting Ofqual's HR needs.	E

Able to manage effectively people and resources, and / or project teams, to achieve complex or high priority objectives, and develop others personally and professionally.	E
Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	E
Proven ability to systematically analyse information and cut through complexity to bring clear, relevant and intelligible recommendations.	E
Able to apply judgement, creativity and flexibility to generate new and innovative ideas and approaches and to solve complex problems.	E
Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives.	E
Able to challenge and influence others, including more senior colleagues and stakeholders, to ensure that the right outcomes are achieved.	E
Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.	E
Strong ability to understand Ofqual's strategic context and work pro-actively to achieve the organisations highest priorities.	E
Able to communicate strategic priorities to others and to lead them in contributing to those priorities.	E
Able to use project management disciplines to lead or contribute to project work.	E

### Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
A level 6 qualification such as an honours degree or experience demonstrating the capabilities associated with a qualification at that level.	E
CIPD qualified to chartered status or five years equivalent HR experience.	E
Extensive knowledge and understanding of employment law and HR best practice and public sector employment policies and procedures.	E
Knowledge of public sector employment policies and procedures.	D
Understanding of the role of a regulator and approaches to regulation.	D

Understanding of the education system political and policy context, particularly related to qualifications.	D
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**You will be required to evidence the essential criteria in your application, and if successful, at interview. Additionally you may also be required to complete online tests, exercises, scenarios and/or psychometric testing.**