



Job Description

1. Title

HR Business Partner

2. Reporting to

Dean AKU-ISMC

3. Profile

- Graduate degree in HR or related field or an equivalent CIPD qualification.
- At least 2-4 years of prior HR experience in the UK
- Pro-active, detail oriented, skilled at time management with the ability to manage multiple tasks at the same time.
- Ability to work independently and under pressure.
- Up to date knowledge of UK employment, Health & Safety and Immigration law.
- Highly motivated and flexible in approach to work, with demonstrable capacity for adapting to challenging and changing priorities.
- Ability to communicate effectively in both writing and verbally, with professionalism and discretion.
- Ability to work effectively with a wide range of people within and outside the institution.
- Proficiency in the use of Microsoft Office packages and ability to learn using different HR systems.
- Ability to handle confidential information with utmost tact and discretion.

4. Main Duties

The following responsibilities reflect current requirements of the role. It is not exhaustive but is intended to outline the areas of work the incumbent is expected to undertake. As duties and responsibilities change and develop this job description will be reviewed and is therefore subject to amendment.

- Act as the point of contact for the Academic Entity Head (Dean) and Senior Management Team, and proactively engage with them to consult on HR related matters.
- Provide guidance and input on structures, workforce planning and succession planning
- Provide support to manage HR-related matters alongside employee lifecycle.
- Responsible for developing, managing, and maintaining the annual HR budget for the academic entity.
- Identify new roles and/or existing job openings and administer end-to-end recruitment and selection. Develop contract terms for new hires, promotions and transfers.
- Maintain in-depth knowledge of UK employment law and other legal requirements related to day-to-day management of employees
- Develop, update and implement HR policy guidance and provide advice and interpretation.



- Provide advice to managers on performance management, such as coaching, counselling, career development.
- Identify and discuss performance issues with managers and provide advice and support on employee relations issues
- Coordinate and support employee engagement initiatives.
- Develop and administer annual training plan and participate in evaluation and monitoring of training programmes
- Evaluate staffing needs and structure benefits and compensation packages with salary benchmarking data and practices.
- Administer payroll and pension and manage all other benefits offered to employees.
- Ensure compliance with UK immigration regulations, including policy guidance on Skilled Worker visa, GAE and business visitors. Provide advice and support to colleagues on visa processes, maintain records and assist with internal and external audits.
- Work with the Health and Safety team to ensure compliance with health and safety regulations.
- Act as a Data Champion implementing policies and procedures for General Data Protection Regulations compliance.
- Maintain HR records in line with regulatory and institutional requirements including administration and maintenance of HR systems.
- Ensure timely completion of mid-probation and end-of-probation reviews.
- Develop and ensure implementation of action plans from staff surveys, appraisals and exit interviews.
- Lead on pay benchmarking process.
- Provide advice and support to managers on complex employee relations issues: disciplinary and grievance procedures, absence and performance management, employee consultation, etc.
- Engage in HR initiatives and support all HR, admin, risk management and compliance activities, as required.

5. Other Duties

- Any other duties as required by the Dean.

Accepted by (Name): _____

Signature: _____

Date: _____