



JOB DESCRIPTION	
Job Title	HR Business Partner (Projects)
Department	Guildhall School of Music & Drama
Grade	E
Location	Barbican Centre
Responsible to	Head of HR
Responsible for	HR Advisor

The Guildhall School of Music & Drama is part of the City of London Corporation. The HR Business Partner will work as a part of the local HR team based at the Barbican. The specialist support around OH, Pay and Grading, Recruitment, Learning and Development, Policy development etc is provided by the Corporate (City of London) HR team.

Purpose of Post

The main focus of this role will be to provide support for a significant change management project in the school.

To deliver a professional HR service to allocated projects, providing HR advice and support considering business needs as well as legislative and procedural frameworks and to build close relationships and deep understanding of the business areas.

To work closely with the Head of HR and HR BPs to enable the delivery of HR strategy and projects at the School.

To provide advice and support to managers on policy, practice and employment legislation to all staff ensuring good employee relations.

Main Duties & Responsibilities

1. To act as a HR lead for allocated HR projects, ensuring HR best practice and establishing effective relationships with key staff.
2. To work closely with the Head of HR and HR BPs to deliver the Guildhall School strategic plan and specific HR objectives.
3. To advise and support senior managers in improving people planning, performance management and support leaders to identify future talent, drive engagement and manage change effectively
4. To offer support and advice to all staff on HR matters including employee relations issues (grievance, disciplinary, sickness, capability) recruitment, learning and development and job evaluation and support the HR Advisor in managing standard HR procedural issues.
5. Collect and analyze relevant HR data to track progress towards REF goals and identify areas for further improvement. Together with VPs and Directors help to design clear career progression pathways for academic and research staff, offering opportunities for professional development and promotion based on achievement and skill development.
6. To provide strategic advice regarding onboarding and recruitment processes with a particular focus on ensuring that our recruitment processes are fair and inclusive. To have an overview of all recruitment in the assigned departments, and support the HR Advisor and HR administrator/apprentice to help solve any recruitment issues that might arise.
7. To support managers with addressing departmental or individual learning and development needs, tapping into the learning provision offered by the Learning and Development team at the City of London.
8. Supporting the HR Team, having an overview of the sickness cases, and supporting the HR Advisor with managing the sickness casework. To support the management of some complex sickness cases liaising with Occupational Health and the legal team as required.
9. To deputise for the Head of HR or represent the HR department in various organisational forums and meetings, leading where necessary. This may be related to EDI, sustainability, change projects etc.
10. Actively participate in HR cyclical processes, e.g. performance review, Arts Council return, budget management etc.
11. To have an oversight of corporate HR policies and procedures, ensuring legislative requirements are met and that any new procedures are implemented and followed across all Barbican departments. Help design, develop and implement Barbican specific policies and procedures, that would not be covered by the corporate policy suite.

12. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
13. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
14. To undertake any other duties that may reasonably be requested appropriate to the grade

Project work will include

- 1.
2. To work closely with the Heads of Departments to analyse current job roles and responsibilities, conduct interviews with staff where appropriate, and define the current research landscape in the school.
3. Develop job descriptions aligned with School REF priorities by reviewing existing job roles and creating new ones that support research excellence, considering skills, expertise, and workload demands.
4. Evaluate current staff competencies and identify training gaps required to meet REF expectations.
5. Help to develop career development opportunities that motivate and retain talent aligned with REF goals.
6. Collaborate with academic departments and research groups to understand their specific needs and tailor HR solutions accordingly
7. Evaluate how current HR policies, procedures, and structures support the research excellence and identify areas for improvement.
8. Lead on the implementation of new policies, job role reviews, programs and other initiatives to boost research productivity and quality.



PERSON SPECIFICATION	
Job Title	HR Business Partner
Department	Barbican Centre
Grade & Level	E
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- Qualified as a Chartered Member of the CIPD or be able to demonstrate a level of knowledge at this level. (A,I)

Experience Required, including Budget Holding Experience (if appropriate)

- Experience of working as an HR generalist at Business Partner level in a Higher Education Environment, capable and willing to operate at all levels and manage complex project and people issues (A,I)
- Extensive experience with policy implementation, compliance, and policy update (A, I)
- Highly pragmatic, flexible and adaptable with an ability to tailor approach to meet contrasting needs and demands. Experience of interpreting and advising on complex HR issues, policies and procedures (A, I)

- Significant experience of advising and guiding line managers on the full range of HR issues: recruitment and selection, employee relations, job evaluation / role analysis & staff development (A,I)
- Experience of managing, coaching and developing staff (A,I)
- Experience of managing complex research and roles reviews projects and implementing outcomes, ideally in an HEI /academic setting (A,I)
- Good understanding of Equality, Diversity and Inclusion issues, and ability to support the delivery of the EDI projects (A, I)
- Experience of presenting to senior management teams and other staff groups (A)
- Ability to build strong relationship with stakeholders at all levels (A, I)

Knowledge/Technical Skills

- In-depth knowledge of the REF framework and its impact on staff roles and structures (A, I)
- Good knowledge of employment law in the UK, being up-to-date with changes in employment law, recent case law and industry/public sector best practice. (A)
- Good understanding of legislation and best practice supporting Equality, Diversity and Inclusion (A)
- Good IT skills including ability to use Microsoft Office including MS Teams or a similar type software (A)
- Experience of using databases with an ability to analyse data (A)
- Good research and analytical skills (A,I).

Other Relevant Information eg. working hours or desirables

Experience with job analysis, job evaluation and workforce planning is desirable (A,I)

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge, and experience contained in this person specification.

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £46,050 - £51,530 including Inner London Weighting per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

This position is offered on a fixed-term basis.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two months' notice in writing by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims, to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.