

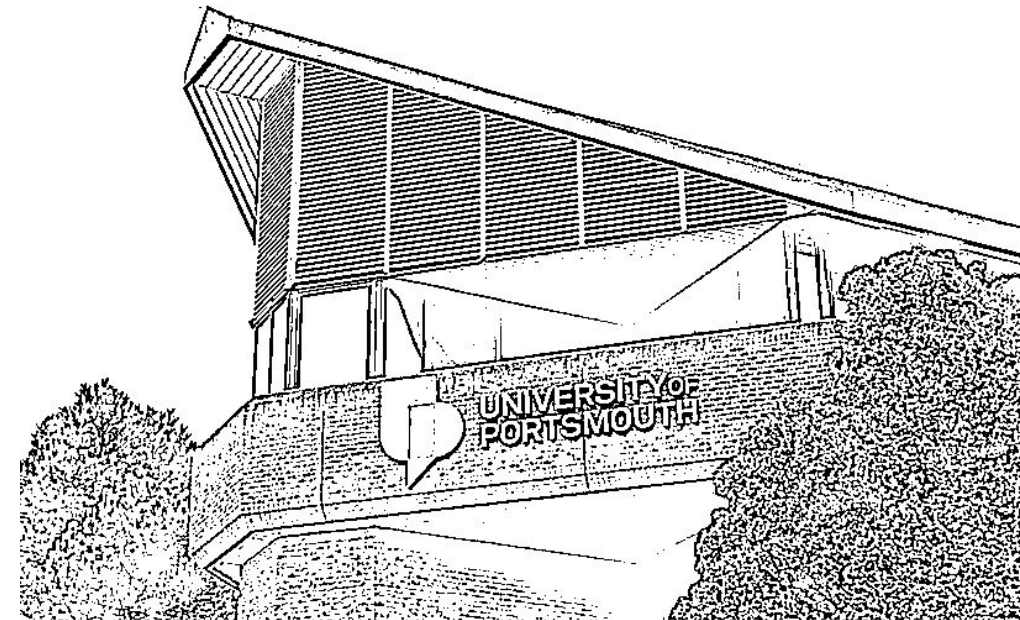


UNIVERSITY OF  
PORTSMOUTH

# HR Business Partnering Roles

## Candidate Information Pack

Closing Date:  
12 September 2022



# Welcome

As the Chief People Officer at the University of Portsmouth I would like to thank you for expressing an interest in joining our dynamic Human Resources team, and joining our journey in becoming the UK's top modern university and one of the world's top 100 universities by 2030.

Our HR team is a key enabler to our world-wide success and our HR Business Partnering team has a reputation for excellence in all we do, supporting our five Faculties plus our Professional Services Departments.

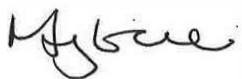
Following an internal re-organisation in HR we have opportunities for ambitious and career orientated HR professionals to join us and become part of our flexible HR Business Partnering team. Our new structure provides a framework for excellent career development and progression, and you will be supported to achieve your career aspirations.

You will need to demonstrate a track record in successfully leading and supporting change as well as understanding how organisational development and employee engagement, aligned to our People Strategy 2030, can improve and transform performance. You will naturally need experience in complex case management together with the confidence to work with a variety of key stakeholders.

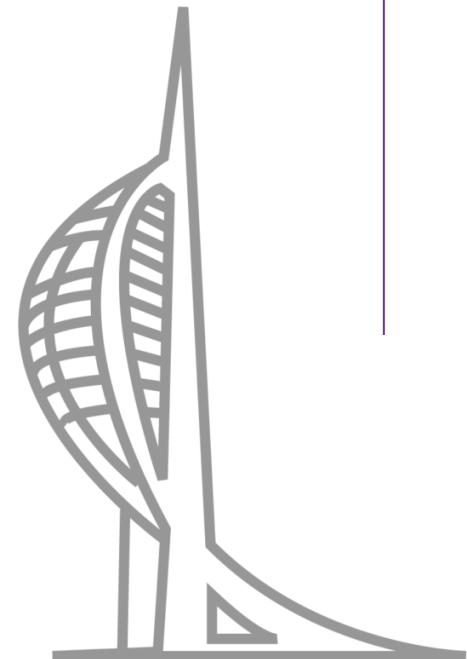
The opportunities we have created in our new HR Business Partnering team are an excellent opportunity for those with enthusiasm, drive and experience to add real value to an already exciting and growing wider HR team. You will find the University of Portsmouth is the perfect environment to achieve great things.

I look forward to reading your application

Best wishes,



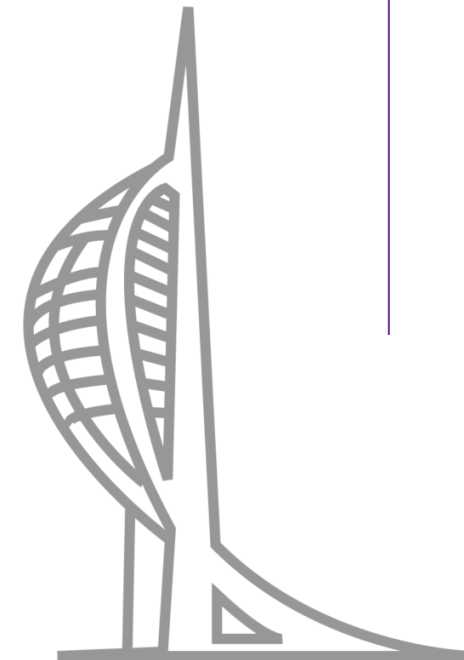
Fiona Hnatow  
Chief People Officer  
University of Portsmouth





# Contents

○	The Roles	Page 4
○	The University of Portsmouth	Page 8
○	Portsmouth	Page 9
○	The Benefits	Page 10
○	How to Apply	Page 17
○	Further Information	Page 19



# The Roles: HRBP

## HR Business Partner x 3

Acting as a trusted partner to a specific client group of Faculties and Professional Services Departments, a key function of the role is to develop the skill and capacity of managers to empower them to manage people issues effectively and independently. This will require a combination of HR experience and expertise as well as the ability to establish credible relationships with a diverse range of people.

You will work collaboratively and in partnership with key stakeholders to add value and operationalise strategic people objectives and decisions. You will support the implementation of initiatives and activities; advising, coaching and partnering with managers to provide an organised, timely and proactive service.

You will have experience of strategic people planning and implementation, successfully leading and delivering complex people projects and initiatives and demonstrable success of working in partnership as a Business Partner/Senior HR practitioner.

You will hold Chartered Membership of the CIPD (minimum) and Level 7 qualification and have a proven track record in specialist HR skills to include: complex case management, workforce planning, organisational development, organisational design and change management. The ability to work independently, and collaboratively as part of the immediate and wider teams, are also critical aspects of this role.

**Due to an internal restructure, we have three vacancies and in addition to the core elements of the Business Partnering role, each will have a particular focus:**

**Role:** HRBP (London Campus)  
0.8fte FTC to 31.01.24  
**Salary:** £42,682 rising to £49,458  
(fte £53,353 - £61,823)  
**Manager:** Senior HRBP  
**Location:** University House\* with occasional travel to the London Campus

**Role:** HRBP (Estates & Campus Services)  
**Salary:** £53,353 rising to £61,823  
**Location:** University House\*  
**Manager:** Senior HRBP

**Role:** HRBP (Policy Development)  
**Salary:** £53,353 rising to £61,823  
**Location:** University House\*  
**Manager:** Senior HRBP

\*We are currently operating hybrid working and you will have the opportunity to work remotely for up to 2 days a week if you wish



# The Roles: HRBP Cont.

## HR Business Partner (Estates & Campus Services)

The University is engaged in an ambitious capital programme with a number of significant projects underway and more planned for the near future. This post will support the Estates and Campus Services Department (and others) to maintain the current operational service whilst identifying and implementing appropriate changes to meet compliance and service delivery requirements.

[Job Description & Person Specification](#)

## HR Business Partner (London Campus) (0.8fte, FTC to 31.01.24)

The University will be opening a campus in London in 2024. In this role, you will work with the Senior HRBP on supporting all HR matters including structures, terms and conditions for the staff and ongoing support on HR related matters to the Campus Principal.

*There will be a requirement to occasionally travel to the London Campus to support the Campus Principal and senior team on HR matters.*

[Job Description & Person Specification](#)

## HR Business Partner (Policy Development)

Together with supporting a business area you will also be responsible for the development, management and implementation of people policies and guidance, ensuring they are inclusive and accessible. This role will suit an individual with a specific interest in employment law and process improvement and has a University wide impact.

[Job Description & Person Specification](#)

If you have any questions about the roles or the application process please contact [hrbprecruitment@port.ac.uk](mailto:hrbprecruitment@port.ac.uk)



# The Roles: Associate HRBP

## Associate Business Partner x2 (1 ftc to 31.05.2023\*)

Working collaboratively with Business Partnering colleagues to deliver a high quality and seamless HR service. You will provide proactive, professional HR advice and practical expertise on the full range of people issues to a dedicated client area. Building and maintaining strong stakeholder relationships, you will establish yourself as a trusted partner in all people matters.

You will build management capability across the University, identifying, developing and delivering appropriate interventions and working proactively to coach and support managers. You will drive some of our key projects, implement and guide organisational change and provide professional HR expertise to support the achievement of wider University objectives.

You will have experience of advising on the application of HR practice and policy within a large and complex organisation and supporting the delivery of change management programmes. You will have up to date knowledge of employment legislation with demonstrable recent experience in managing high volume casework within defined procedures in a unionised environment.

You will be a member of the CIPD, and holder of the Level 7 qualification, with a commitment to CPD with experience of advising on the application of HR practice and policy within a large and complex organisation.

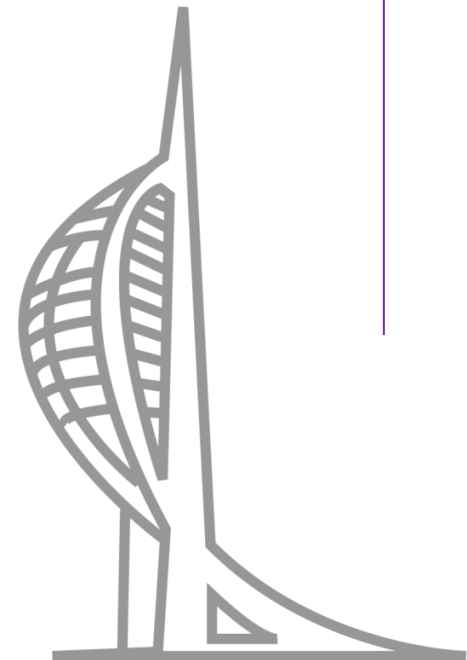
### [Job Description & Person Specification](#)

Please specify if you wish to be considered for both positions in your reasons for applying

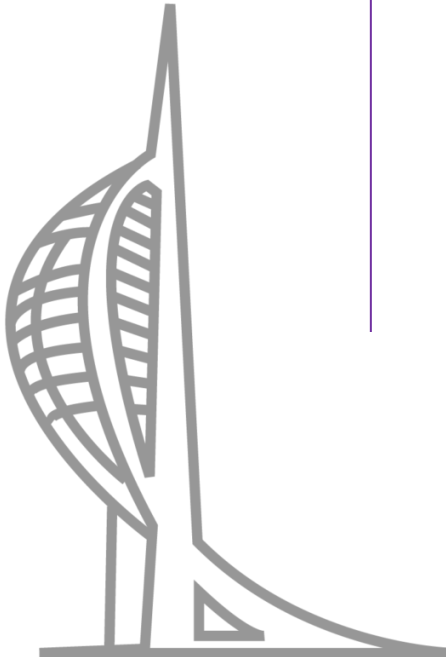
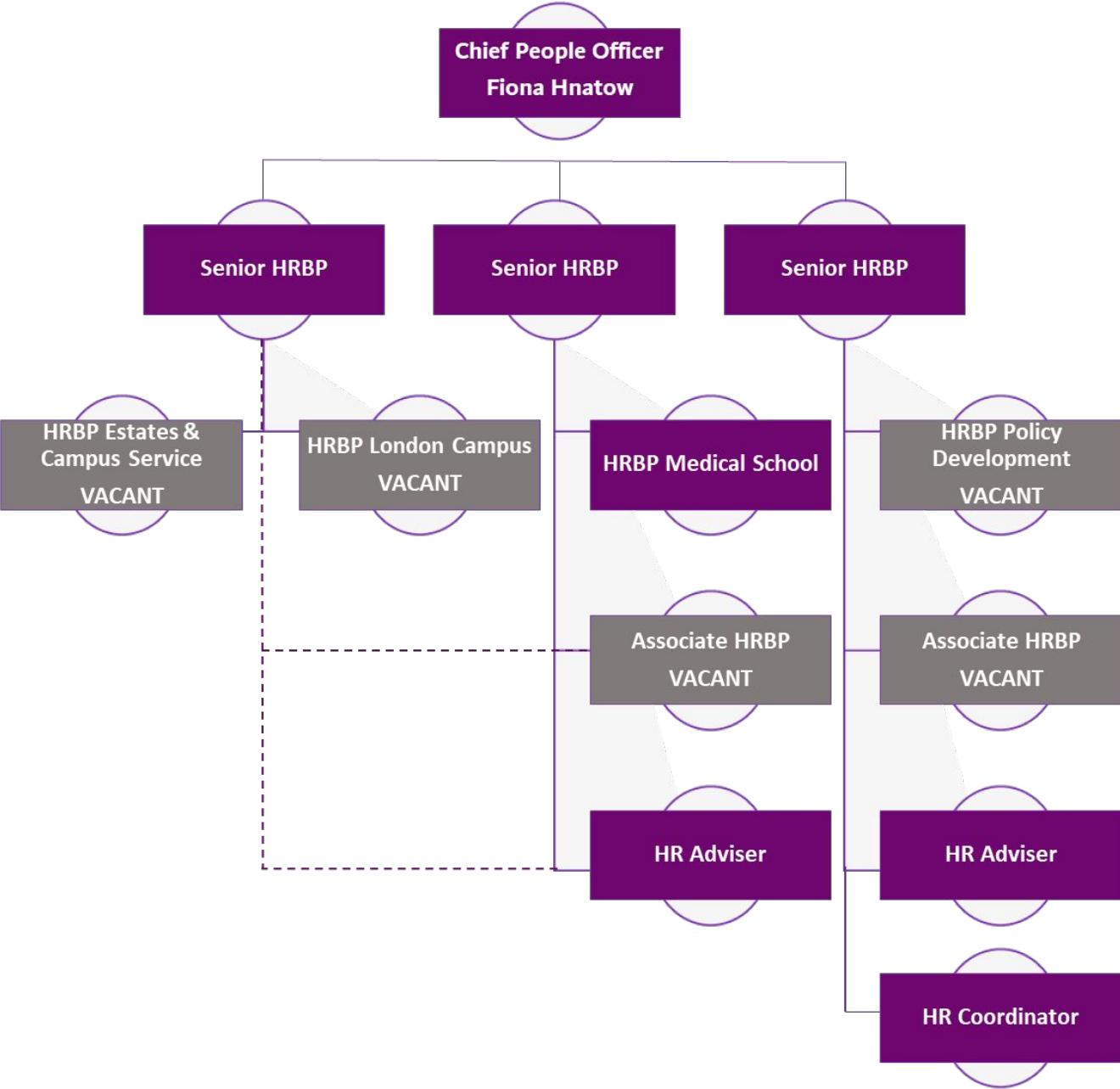
\*or the earlier return of the substantive postholder

**Role:** Associate HRBP  
**Salary:** £42,155 - £51,805  
**Manager:** Senior HRBP  
**Location:** University House

We are currently operating hybrid working and you will have the opportunity to work remotely for up to 2 days a week if you wish



# Structure





# The University of Portsmouth

We exist to be a world-class university; one that makes a difference to the world, through transformational education, research and innovation. But to do great things, it takes more than good intentions.

Three things tie together our plan for the future:

- our ambitious mission,
- our vision for bringing it to life, and
- our values (Ambitious, Responsible, and Open) which define the way we work, collaborate and behave.

We've already made giant leaps towards our goals – we're developing our campus with a £400m estates programme and becoming a more sustainable university, and the strategies and plans we have in place are ready to be explored on [our website](#).

Working with us is rewarding in more ways than one. We are a new breed of university in a buzzing, diverse city with plenty of stories to tell, and it's not just our students who enjoy the benefits. We've been awarded an [Athena SWAN bronze award](#) for our commitment to gender equality, and we've got plenty of other [awards and rankings](#) successes to shout about too – but first and foremost, we're here to create bigger and better opportunities for all – our students, our staff and our community.

We're building a brighter future and we're looking for people to help us get there. If that sounds like something you'd love to do, please do get in touch.

## Top 40

University in England for  
Student Satisfaction  
(National Student Survey, 2022)

## Top 3

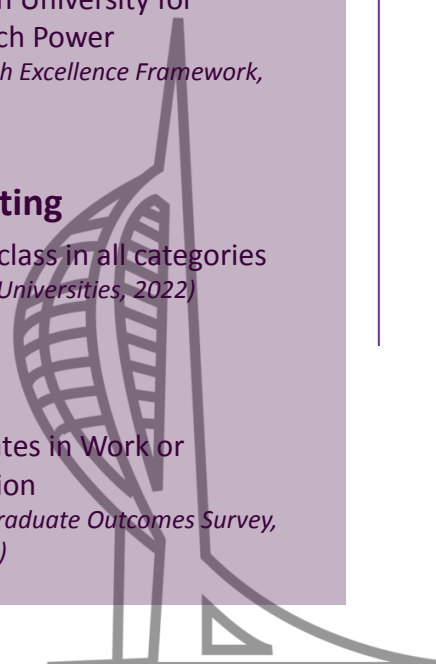
Modern University for  
Research Power  
(Research Excellence Framework,  
2021)

## 5\* Rating

World-class in all categories  
(QS Top Universities, 2022)

## 94%

Graduates in Work or  
Education  
(HESA Graduate Outcomes Survey,  
2019/20)





# Portsmouth

This role is based at **University House**, on Winston Churchill Avenue. University House is less than a 5 minute walk from Portsmouth and Southsea train station, and there is an excellent park and ride scheme which together make commuting extremely easy. Discounts for train and other forms of travel are available.

Portsmouth is a great waterfront city, with a diverse and vibrant community, packed with amenities and attractions and is situated 70 miles south-west of London and approximately 20 miles south-east of Southampton.

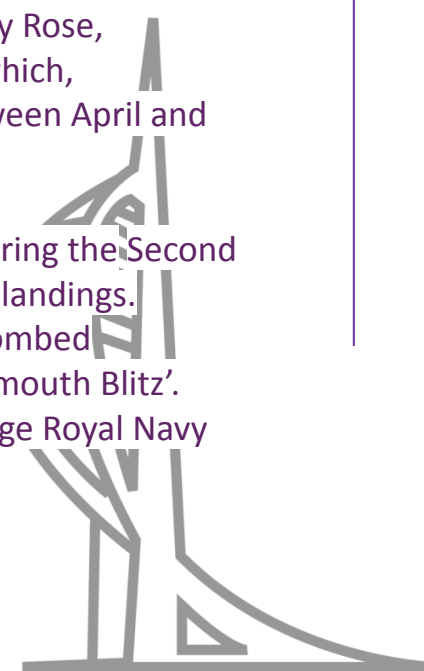
There is plenty here for you, whether your interest is in soaking up the history on display in the Historic Dockyard or having a relaxing lunchtime strolling along the harbour, enjoying some lunch or retail therapy at the south coast's leading designer shopping outlet, Gunwarf Quays, which is less than a 10 minute walk from University House.

Southsea Common and the beach are a little over a mile away and there are many parks and green spaces where you might like to take a stroll or stop and have some lunch.

Granted city status in 1926, Portsmouth is the only English city not on the mainland of Great Britain (as it is mostly situated on Portsea Island).

Portsmouth is possibly the world's best known port, with a history which can be traced back at least until 'Roman times'. The home of the world's first dry-dock, it has been a significant Royal Navy dockyard for centuries. Portsmouth was England's first line of defence during an attempted French invasion in 1545 at the Battle of the Solent, notable for the sinking of the carrack Mary Rose, witnessed by King Henry VIII from Southsea Castle (which, incidentally, is open to the public for free access between April and October each year).

In more recent history, Portsmouth proved pivotal during the Second World War, as a key embarkation point for the D-Day landings. Portsmouth suffered heavy civilian losses as it was bombed extensively during what became known as the 'Portsmouth Blitz'. Further, it was from Portsmouth, in 1982, that the large Royal Navy task force departed, to defend the Falkland Islands.





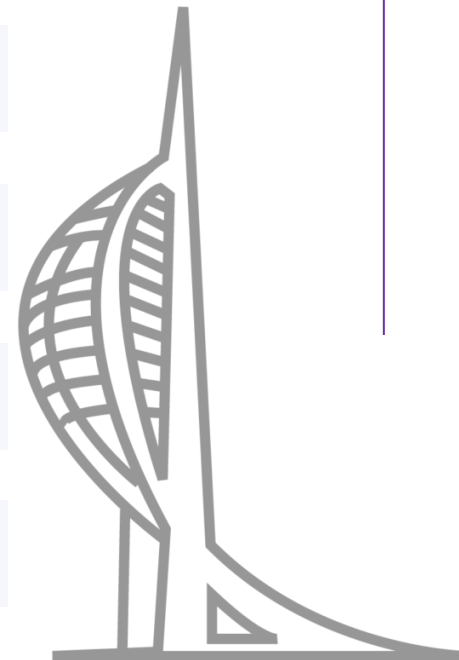
# The Benefits

We're always discovering. We don't fit the mould, we break it.

Just as the world keeps moving, so do we. Since the first day we opened our doors, we've looked towards the future. And we're here to help you shape it.

We offer a great working environment, rewarding careers and a wide range of benefits, a flavour of which is provided here

	<b>Reward &amp; Recognition</b>	Page 11
	<b>Health &amp; Wellbeing</b>	Page 12
	<b>Travel &amp; Sustainability</b>	Page 13
	<b>Growth, Personal &amp; Professional Development</b>	Page 14
	<b>Financial Benefits</b>	Page 15
	<b>Work-Life Flexibility &amp; Community Building</b>	Page 16



# The Benefits

## Reward and Recognition

Celebrating achievement and performance is something you might expect from a Higher Education Institution, and it's certainly something we value at the University of Portsmouth:



### Competitive Salary

We offer a competitive salary, and a range of role and responsibility specific allowances, recognising particular working arrangements (such as unsocial hours working)



### Annual Incremental Progression

Your salary is subject to annual review and to incremental progression within your pay scale, recognising the additional experience you will build during your career. That experience and commitment is also recognised through our long service awards



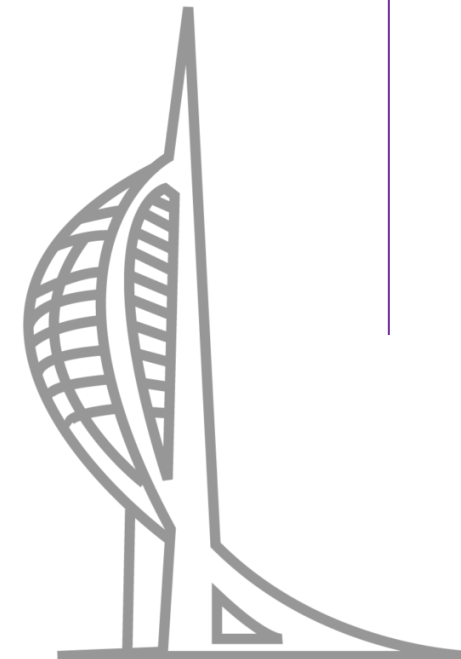
### Cash Recognition Awards

We offer in year cash Recognition Awards to acknowledge, celebrate and reward both individuals and teams who have 'gone the extra mile', excelled in their roles and achieved exceptional performance



### Vice Chancellor's Awards

Our Vice Chancellor's Awards for Excellence programme brings together our whole community to celebrate students, staff, alumni and members of the wider community who have made an exceptional contribution to the University, its values, its ambition and its success, as set out in our strategy



# The Benefits

## Health and Wellbeing

The health and wellbeing of our whole University community is critically important to us. You will have access to a range of benefits which promote your mental and physical health and wellbeing, including:



Exceptional value membership all of our leading gym and sports facilities, including our new Ravelin Sports complex (Opens in September 2022) which offers unparalleled facilities (including a 25m 8 lane swimming pool, 175 station fitness suite, climbing wall, ski simulator, café and community orchard, to name but a few of the highlights)



Free eye tests and contribution to the cost of glasses (where required for DSE use); discounts on the purchase of glasses and contact lenses.



A chaplaincy service which offers a compassionate ear to all, of any faith and of none and a sanctuary room as a quiet place for reflection and prayer or simply to take a little time out of the hubbub of life; we also have two Islamic prayer rooms (including ablution facilities)



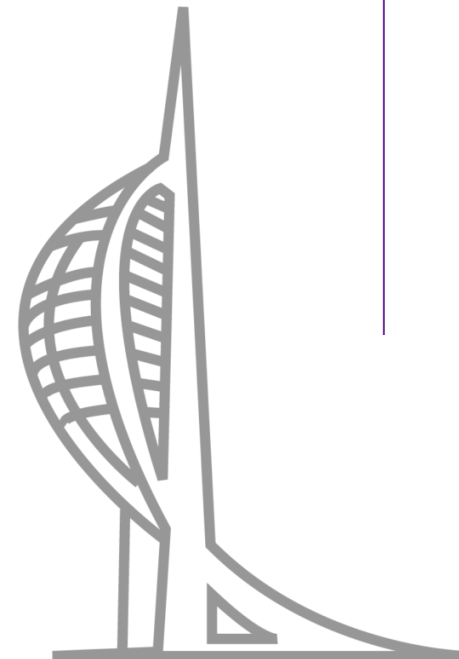
Occupational Health service provide expert advice and guidance



Free access to our Employee Assistance Programme (EAP) which offers many resources, including a confidential helpline for advice, support and onward referral, when appropriate



Access to discounted Private Medical Insurance, via UniHealth



# The Benefits

## Travel and Sustainability

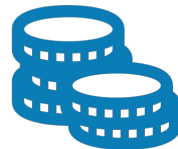
Environmental sustainability is a strategic priority for us and we are one of only a handful of universities to set ourselves the ambitious target of becoming a climate-positive university by 2030. We're one of only a handful of universities to set such an ambitious target. Each of us can play our part in achieving a low-carbon future to minimise our impact on the environment and we aim to support this in a number of ways, including:



Membership of the EasiPORTSMOUTH scheme, which offers you, in return for a small annual fee (currently £5.35) access to (a) 15% discount on rail tickets (including season tickets); (b) a carshare portal where you can offer or seek a car share partner(s); (c) discounts via Enterprise CarClub, Halfords, Brompton Bike Hire and others; and, (d) the ability to try cycling to work, by having access to a loan bicycle



A Salary Sacrifice Cycle to Work Scheme, offering significant savings as the cost is deducted before tax and national insurance (e.g. on a cycle costing £500, a saving of over £200 can be achieved)



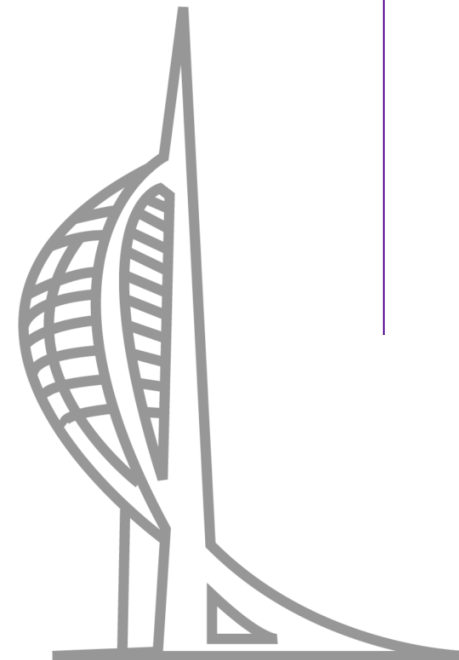
Discounts are available for a wide range of travel and transport options via our MyDiscounts platform



Bus travel discounts (a) 40% discount with FirstBus Commuter Club (Free) membership; (b) 10% discount with Stagecoach; (c) free use of the University Bus service and (d) Access to Park & Ride (PR1 Service) for as little as £2 per day, covering parking and return bus travel



A 10% discount on season tickets with Gosport Ferries with Gosport Ferry



# The Benefits

## Growth, Personal & Professional Development

We exist to be a world-class university; one that makes a difference to the world, through transformational education, research and innovation, we prize and champion the development and personal and professional growth of our people, in very many ways, for example:



A comprehensive induction to the University and to your role



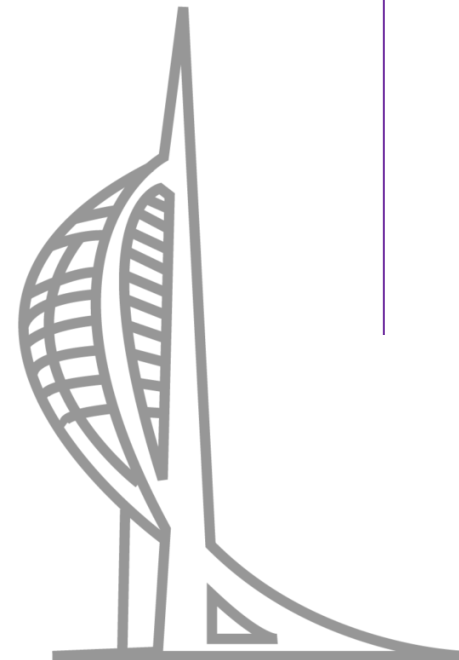
Discounts on University Tuition fees for all staff and the children of staff.



A comprehensive learning and development offering. We actively promote the use of mentoring, self-directed learning, experiential learning, job shadowing, exchanges and conferences in addition to scholarship and course-based learning to encourage a culture of continuous professional development for all staff.



Free access to our excellent Library services, and other educational resources such as LinkedIn Learning to support your continuous development



# The Benefits

## Financial Benefits

Financial wellbeing forms an integral part of our commitment to creating and maintaining a healthy workplace community where our people can flourish, reach their potential, and make significant contributions to their success of the university. This is an area which we are actively exploring what more we can offer and (in addition to salary and incremental progression) which we currently support in the following ways:



High quality pension provision, enabling long-term financial planning and providing benefits in the event of an inability to work, due to ill-health



Life Assurance cover



Free access to leading Software, including Microsoft 365 for Home Use (5 devices)



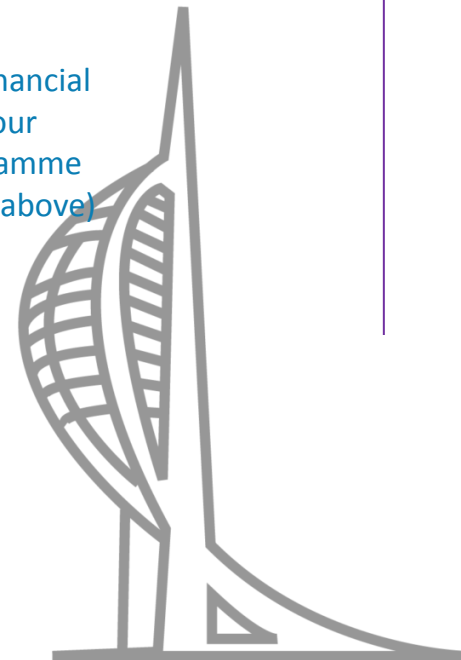
Guidance and support on financial matters is provided via our Employee Assistance Programme (See, [Health and Wellbeing](#), above)



A wide variety of discount schemes, reducing the costs of everyday and special purchases



Salary sacrifice schemes to facilitate the Cycle-to-Work initiative, which allows you to pay for a bicycle from gross pay, enabling you to make significant savings in tax and national insurance





# The Benefits

## Work-Life Flexibility and Community Building

We are a community. We care about and depend upon each other for our success, so we work hard to build our community and to ensure that we are all included. We also recognise that we need to balance time at work with spent time with our families, friends and loved ones, investing in ourselves and our personal relationships. We support this by providing:



A generous Annual Leave allowance of 32 days per year, from day one



Excellent family leave arrangements (Maternity, Paternity and Adoption leave); supported by excellent family leave pay arrangements



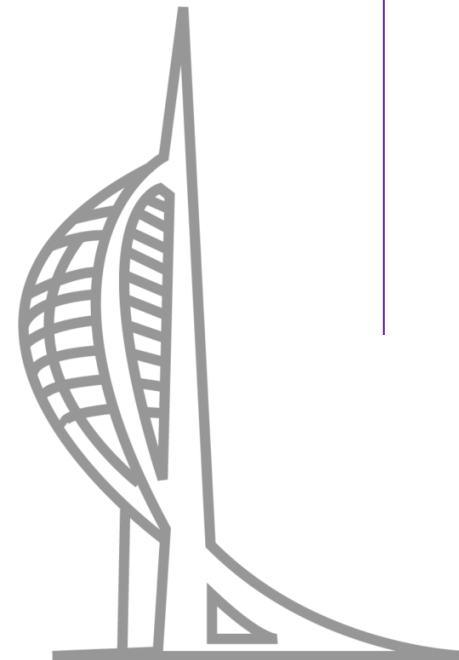
8 Paid public holidays



A flexible approach to work location, where three days are worked onsite and up to 2 days from home (though you may wish, initially, to work more onsite, in order to build the relationships that will be essential for success in this role)



Paid closure days (the University is closed from 24th December to 1st January (inclusive))



# How to Apply

## The Application and Selection Process:

1. Please apply via email with a covering letter of no more than one page and your CV. Your covering letter should demonstrate how you meet each of the essential criteria listed in the Person Specification section of the Job Description, along with your skills and experience. Please ensure that you outline which role (or roles) you would like to be considered for.
2. Please submit your application to [hrbprecruitment@port.ac.uk](mailto:hrbprecruitment@port.ac.uk) by 23:59 (UK time) Monday 12 September.
3. The selection process will comprise a panel interview that will explore your ideas and your experience against the requirements of the role. Interviews will take place on campus however if you require an online interview this can be facilitated. Currently interviews are planned for the week commencing 26<sup>th</sup> September 2022.
4. The University of Portsmouth believes these roles **may be eligible** for sponsorship with UKVI under the Skilled Worker Route visa. Please familiarise yourself with the [requirements set out](#) before applying for this role. If you are unable to meet the requirements for sponsorship you will need to confirm details of an alternative visa to work in the UK when applying for this role.
5. All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified. The successful applicant will not be able to start work until their right to work documentation has been verified.
6. If you have any questions about the roles or the application process please contact [hrbprecruitment@port.ac.uk](mailto:hrbprecruitment@port.ac.uk)



# Equality, Diversity and Inclusion

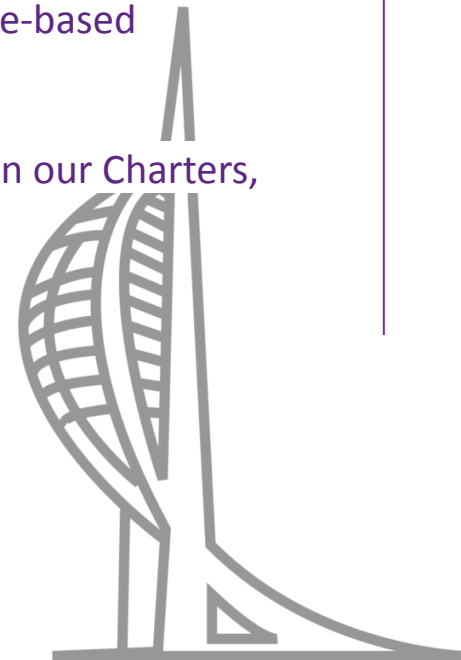
As an equal opportunities employer, we welcome applications from all suitably qualified persons and all appointments will be made on merit. As we are committed to the principles of the Race Equality Charter Mark, we would particularly welcome applications from Black, Asian, or from other ethnic groups who are currently under-represented at this level in this area.

Our three equality objectives are:

1. To build a positive, inclusive culture that inspires staff and students to realise their potential.
2. To work towards fair representation and fair outcomes for our staff and student communities.
3. To develop a robust understanding of our Equality, Diversity and Inclusion (EDI) data to effect sound evidence-based decision making.

For more information on Equality, Diversity and Inclusion at the University of Portsmouth, including information on our Charters, data reports and Staff Networks please visit:

<https://www.port.ac.uk/about-us/structure-and-governance/corporate-governance/equality-and-diversity>



# Further Information

## TERMS OF APPOINTMENT

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year's Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants' benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides").

