

Job Title: HR Business Partner

Unit/School: People Services

Grade: 7A/B

HERA: WSS001

Core purpose of role

As an experienced HR Business Partner, you will help the university achieve its vision, by proactively developing solutions to existing or emerging workforce challenges. Your work will require thinking at a strategic level and have complexity in thought and delivery. You'll critically question information and evaluate it to make judgements and decisions and will work with and influence a range of stakeholders, creating medium to long term value for a wide audience.

You will be a strategic thinker, with the professional courage and influence, to skilfully gain buy in and trust. You will act as trusted advisor to leaders, role modelling behaviour, and supporting others to be their best at work.

Key responsibilities and contributions

1. Act as a trusted advisor to senior leaders and heads of service, providing strategic HR insight and guidance to support the university's strategic priorities and long-term objectives.
2. Lead and support organisational change initiatives, including cultural transformation, and workforce redesign, ensuring alignment with organisation strategy and HR best practice.
3. Identify challenges and opportunities, working collaboratively with colleagues to design and implement effective people solutions and improvements.
4. Drive engagement and align people practices with organisational culture, to create the conditions in which people can thrive and perform, for individual and organisational success.
5. Act as an internal consultant, coaching and influencing leaders, through evidence-based insights to shape and drive positive change.
6. Lead and contribute to strategic projects and business improvements, delivering impactful outcomes that align to the University's strategic goals.
7. Coach and develop managers to build leadership-capability in the organisation.
8. Lead and influence strategic workforce planning to inform future people and organisational strategy; using people analytics and workforce data to identify trends, inform decision-making, and measure the impact of HR initiatives.
9. Maintain oversight of complex employee relations casework in respective service areas, whilst developing an employee relations culture that is resolution-focused and improves business outcomes.



10. Contribute to the review, development and improvement of People Services policies and processes to create organisational value and improve the employee experience.
11. Work closely with People Services colleagues to deliver integrated HR solutions that meet the needs of Schools and Professional Services Departments.
12. Champion equity, diversity, and inclusion initiatives across the university, embedding inclusive practices into all People Services and organisational activities.
13. Help create inclusive cultures where individuals can thrive, taking actions that will create sustainable change.
14. Engage leaders and stakeholders in creating and sustaining a culture of wellbeing.

Person specification

Essential qualifications / Professional memberships

- Degree or Level 7 CIPD qualification and equivalent professional experience
- Chartered MCIPD membership or working towards.

Essential experience, knowledge and skills

1. Demonstrable strategic HR experience within a progressive, people-focused organisation.
2. Experience of driving organisational and transformational change, shaping culture, and enabling high performance through innovative people solutions.
3. Proven experience of coaching and influencing senior leaders, building trust and credibility at all levels.
4. Ability to manage complex stakeholder relationships, and balance priorities with competing demands in a fast-paced environment.
5. Strong project management skills, with the ability to plan, prioritise, and deliver results.
6. Experience applying best practice HR across areas such as workforce planning, resourcing, talent management, succession planning, and employee relations.
7. Excellent understanding of employment law and confidence in handling a wide variety of employee relations matters and applying sound judgement.
8. A proactive, solutions-focused, innovative mindset, comfortable navigating ambiguity and change whilst remaining action focused; exhibits a strong desire to complete assignments and deliver results through planning and implementation, whilst bringing others along the journey.
9. Shows persistence, creativity, resilience, adaptability and resourcefulness in the face of obstacles.
10. Advanced digital skills, including confident use of Microsoft Office and HR systems.
11. An inclusive and collaborative approach, working with honesty, respect and compassion.
12. Comfortable with data and curious about people analytics. Ability to turn insight into action and influence evidenced-based decisions.
13. Strong communication and presentation skills, with the ability to engage and influence.

Desirable

1. Level 5 coaching qualification.
2. Experience of working within an intellectual or complex organisation will be advantageous, not necessarily in a University setting.
3. Experience of working with Trade Unions or other employee representation groups.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.				
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.	Desirable	Desirable	Desirable	Desirable
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation, and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.