



Job Title: Lead HR Business Partner

Unit/School: People Services

Grade: 8A/B

HERA: HR101

## Core purpose of role

As Lead HR Business Partner, you will oversee and develop the HR Business Partnering function, ensuring a high-quality, consistent and impactful service across the University.

You will manage and develop a team of HR Business Partners, enabling them to operate as trusted strategic advisors who proactively develop solutions to existing and emerging workforce challenges.

Operating at a strategic level, you will partner with senior leaders to shape organisational capability, drive transformation, and deliver sustainable people solutions. You will use insight, critical thinking and professional judgement to influence decision-making and ensure alignment with the University's strategic priorities.

## Key responsibilities and contributions

1. Lead, manage and develop a team of HR Business Partners, setting clear priorities, objectives and enabling a high-performing, capable HRBP function.
2. Ensure a consistent, high-quality HR Business Partnering approach across the University, ensuring alignment and impact across all Schools and Professional Services Units.
3. Act as a trusted advisor to executive leaders, Deans and Chief Officers/Directors, providing strategic HR insight and guidance to support long-term objectives.
4. Coach and influence leaders to build capability, shape decision-making and drive high performance across the organisation.
5. Lead and oversee organisational change, transformation initiatives, ensuring effective implementation and sustainable outcomes.
6. Lead and influence strategic workforce planning, embedding the use of people data and insights to inform decision-making, identify trends and measure impact.
7. Oversee and contribute to strategic people projects, ensuring alignment, consistency and delivery of impactful outcomes for the University.



8. Identify challenges and opportunities, working collaboratively with colleagues to design and implement effective people solutions and improvements.
9. Drive engagement and alignment between people practices and organisational culture, championing inclusion and wellbeing to create the conditions in which people can thrive and perform, for individual and organisation success.
10. Maintain strategic oversight of complex employee relations matters, ensuring consistent, fair and legally compliant approaches, and supporting a resolution-focused culture.
11. Contribute to the development and continuous improvement of People Services policies, processes and practices, strengthening integration and delivering a seamless, high-quality service.



## **Person specification**

### **Essential qualifications / Professional memberships**

- Level 7 CIPD qualification, or relevant degree (or equivalent).
- Chartered MCIPD membership.

### **Essential experience, knowledge and skills**

1. Significant experience operating at a senior strategic HR level, with accountability for leading and developing HR teams and delivering organisational impact through others.
2. Demonstrable experience of strategic HR Business Partnering within a progressive, people-focused organisation.
3. Proven experience of leading organisational change and transformation, shaping culture and enabling high performance through innovative people solutions.
4. Strong track record of coaching and influencing senior leaders, building trust, credibility and effective working relationships at all levels, with the ability to navigate complexity, influence outcomes and balance competing priorities.
5. Strong project management capability, with the ability to plan, prioritise and deliver impactful outcomes.
6. Extensive experience applying best practice HR across key areas including workforce planning, organisation redesign, transformation and employee relations.
7. Excellent knowledge of employment law, with sound judgement and confidence in overseeing complex employee relations matters.
8. Experience of working within an intellectual or complex organisation and experience of working with Trade Unions or other employee representation groups.
9. Strong digital capability, including effective use of HR systems and Microsoft Office tools.
10. Data-driven mindset, with the ability to interpret people insights and influence evidence-based decision-making.
11. Excellent communication and presentation skills, with the ability to engage, challenge and influence a wide range of stakeholders.

### **Desirable**

1. Formal qualification in agile project management.
2. Formal coaching qualification.



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