



Job Description

Senior HR Business Partner, IUP

Company context

INTO's Mission: *Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.*

More than four million students are currently studying outside of their home country – a figure that is expected to reach almost eight million by 2025. Nearly every major university's strategic plan includes a commitment to 'comprehensive internationalisation', which includes a strategy to access the international student market for the benefit of domestic and international students alike. Most universities face complex challenges in implementing these objectives, which can be overcome through an INTO partnership.

INTO was founded with the mission to improve global access to quality higher education and further increase international student mobility. We are a global education partnering organization that establishes large-scale, long-term, transformational partnerships with research-intensive universities to assist them in achieving their comprehensive internationalization goals.

To date, INTO has established long-term partnerships with 22 leading universities in the United States and the United Kingdom. Those partnerships have resulted in increased international student enrolment; more highly qualified students; greater source country diversity; significantly improved student satisfaction leading to higher retention and graduation rates; job creation, including tenure track faculty positions; greater staff development opportunities; more private sector investment; and, thus, a more secure financial future for each institution.

Our website <https://intoglobal.com> has details of how we are organised and our outstanding achievements so far.

Reporting line

The role reports to VP, HR IUP.

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Job purpose

To lead the delivery of a proactive HR generalist service to the Brighton and Rest of World (ROW) offices. This role will interface with a wide range of senior stakeholders and support the VP, HR with appropriate interventions. These will include providing advice and guidance for senior managers and helping them develop solutions to problems that are effective, efficient and reduce organisational risk. This role is an ambassador for change and leading the people agenda across IUP.

Key accountabilities and duties

- To operate as a strategic business partner to managers across IUP, both in Brighton and ROW;
- Lead the roll out and embedding of key people initiatives to Brighton and ROW managers, such as Performance Related Pay, Performance Coaching and Management Development;
- Proactively develop strategies to respond to key business issues, and effectively and efficiently implement across Brighton and ROW;
- In partnership with the Senior Manager, Resourcing, attract and retain high performing employees by ensuring that effective recruitment strategies are put in place and that managers are appropriately trained and that this is supported by effective onboarding;
- Act as a thought leader to senior managers in Brighton and ROW;
- Lead the continued development of appropriate HR policies, procedures and processes which mitigate organisational risk and provides the toolkit managers need to deliver the people agenda;
- Utilise effective HR management information via Workday to monitor recruitment, absence and retention, employee costs, performance coaching processes;
- Ensure best practice people policy and processes are embedded to maximise fairness, diversity and support a high-performance culture;
- Keep abreast of relevant changes in employment law and communicate relevant changes in legislation to line managers ensuring they are aware of their responsibilities;
- Support managers with the delivery of change projects through effective communication, consultation, training and development;
- To deputise for the VP, HR IUP as required.

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

This role is based in our offices in Brighton, with some travel.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- Appropriate suitability checks will be required prior to confirmation of appointment.

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> • Eligibility to work in and travel freely to and from the UK. 	
Education/Qualifications	<ul style="list-style-type: none"> • Undergraduate degree or equivalent • Postgraduate qualification in Human Resource Management. 	
Experience/skills	<ul style="list-style-type: none"> • Significant experience of HR Business Partnering. • Understanding of global HR practices, with experience of leading HR functions internationally. • Independent thinker, able to proactively identify opportunities and put into action. • Able to assimilate data from multiple sources, and exercise excellent judgement in identifying appropriate solutions. • Experience of identifying opportunities for change and implementing successfully. • Ability to work on own initiative and prioritise. • Excellent understanding of inhouse Resourcing functions and current best practice. • Ability to build and manage relationships with peers and senior leaders. • Initiative and problem-solving capability. • Good sound knowledge of employment law and its practical application in a commercial environment • Ability to adapt communication style to meet the business requirements. • Able to communicate complex information in an appropriate way to meet the needs of the audience. 	