

## Job Description

### People Partner (KMMS)

<b>Salary:</b>	Grade 8
<b>Contract:</b>	Full time, ongoing
<b>Location:</b>	Canterbury Campus
<b>Responsible to:</b>	Head of HR Strategic Projects
<b>Job family:</b>	Administrative, professional and managerial

### Job purpose

To partner Kent & Medway Medical School (KMMS) to shape, develop and deliver their people management imperatives and priorities, and work closely to drive a high-performance culture. The People Partner will support KMMS to achieve its strategic objectives through the effective delivery of its People Strategies and the University People & Culture Strategy, enabling the development of skilled, empowered, and motivated teams that are engaged to support the objectives.

The role holder will work collaboratively with colleagues within KMMS, across Human Resources & Organisational Development both within the University of Kent and at Canterbury Christ Church University (CCCU). The aim is to develop and implement best practice and deliver a high-quality HR service aligned to business requirements that drives up the standard of people management and, effectively delivers the People & Culture Strategy.

### Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Act as a trusted partner and adviser to the KMMS leadership team, providing expert HR knowledge and insight to support and facilitate effective strategic and operational decision making. Encouraging senior managers to take ownership of their people issues and develop their confidence and capability in people management. This will require the building of strong collaborative relationships with senior leaders and managers in order to become a credible and trusted partner.
- Responsible for the relationship between KMMS and the central HR&OD directorate – working with colleagues within HR&OD to ensure the delivery of a holistic suite of HR services and to improve and streamline HR policies and processes. This will include the commissioning of appropriate support/services from the HR&OD Centres of Excellence and, as relevant and appropriate, CCCU HR&OD.
- Responsible for the relationship between KMMS and its NHS partners, partnering with HR professional in clinical settings and advising on and agreeing all processes and procedures in relation to joint appointments and KMMS-commissioned services
- To lead on key KMMS HR related projects as directed by the Head of HR Strategic Projects and agreed by the KMMS Joint Service Delivery Team, participating in working groups as required to deliver both KMMS and institutional objectives.
- Working closely with the Head of Employee Relations, Partnering & Policy to identify and make recommendations in relation to any changes that are required to existing University policies and procedures. In particular where such changes are necessary to ensure the principle of a 'joint appointment' and can be evidenced as a need for all clinical academic staff.

- Provide advice on all contractual arrangements (clinical and non-clinical) in conjunction with the Head of Reward, to ensure that staff are engaged on the most appropriate terms and conditions of employment.
- Help develop, oversee and implement plans related to workforce planning, assisting managers to deliver desired outcomes through ensuring appropriate people resources, roles, structures, and succession plans are in place. This will require working with HR contacts in the NHS, to create a cohesive and forward-thinking approach to workforce planning.
- Working closely with the HR&OD Management Information team to build and enhance management information to support decision making and planning within KMMS.
- Collaborate with colleagues at both Kent and CCCU Talent & Organisational Development teams in the development of staff, and inputting into the adoption of talent management and talent acquisition initiatives, performance management and induction programmes.
- Play a pro-active role in the management of a range of employee relations issues and assist in the resolution of HR issues at an early stage where appropriate and liaising with the HR&OD ER team.
- Influence the addressing of people issues (including poor performance) in a timely manner and ensure that appropriate leadership behaviours and skills are evidenced.
- Advise and provide effective recommendations to managers about change management opportunities and organisational development issues such as appropriate structures, roles, skills, succession planning and job grading issues.
- Maintain and develop own knowledge of employment law, HR best practice within both the university and clinical environments and other relevant knowledge bases to enhance professional capability.
- Work collaboratively with other People Partners to share good practice, and smooth peaks on workload.
- Support the creation of a culture that is highly performance and contribution focused, built on a foundation of equality, diversity, belonging and inclusivity and that inspires people to bring their best every day.

## Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Reporting to the Head of HR Strategic Projects, the role holder will be required to operate with a degree of autonomy and influence in carrying out their responsibilities. They are the conduit between HR&OD and their portfolio area and are required to collaborate to achieve success for each area and consistency of approach for the University as a whole.
- The role holder will need to use their professional judgement and initiative to resolve issues falling outside of predetermined guidelines, interpreting policies in a balanced way where required.
- The role holder will need to become the University's expert in working with healthcare partners and will need to be able to advise on joint appointments and all associated processes and procedures. This will involve setting up systems from scratch and ensuring the appropriate stakeholder management and engagement is done to implement new systems.
- Senior leaders and managers within the portfolio area will need to take decisions about specific outcomes in relation to their staff; but the associated people risk must be assessed, and it will be for the role holder to present all of the key information to assist in that decision making process.
- The role holder will be dealing with multiple stakeholders, with different opinions, demands and activities.
- The role holder will need to work in partnership with their portfolio area's senior leadership to drive the delivery of strategic priorities. This requires a clear business focus and a deep understanding of operational and strategic issues and challenges of the portfolio area to be able to influence and help inform local workforce plans and people strategies and provide managers with effective advice and guidance.

- The key to the success of this role is the extent to which relationships, in particular at senior level are developed, nurtured and sustained as the People Partner works side by side managers and HR colleagues alike in the development of people plans to drive forward the University's strategy.

## Facts & figures

The People Partner is part of University of Kent's central HR&OD directorate which is comprised of Service Delivery, People Partnering and Centres of Excellence (Employment Relations, T&OD, Reward). The overall directorate supports the University to deliver its goals of excellence in education and student experience; research and innovation; and engagement, impact and civic mission via the recruitment, retention, reward, recognition, and development activities of our staff. The People Partners have no line management or budgetary responsibility and will partner specific divisions or professional services directorates (portfolio areas).

**Kent & Medway Medical School:** The role holder will provide dedicated support to KMMS who opened to their first cohort of 108 pioneer students in September 2020. KMMS' vision is to create a new medical school for Kent and Medway that becomes a beacon for first-class medical education and research. The School will attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help to keep that talent in Kent and Medway.

KMMS brings together the existing centres of excellence in health and medical education provided by the University of Kent and Canterbury Christ Church University and local healthcare organisations, to offer a new model of person-centred medical education.

Lead by its Founding Dean, Professor Chris Holland, the School offers 100 Home/EU and up to 8 international undergraduate medical places on a yearly basis. The five-year undergraduate programme is taught at the Canterbury campuses of both university partners with medical placements within Primary, Community and Secondary Care across Kent and Medway.

The University of Kent is a leading academic institution. It has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences. The University of Kent is also one of two equal partners in the Medway School of Pharmacy (MSOP) which opened in 2004 and graduated its first MPharm students in 2008. The MSOP is underpinned by the University of Kent and the University of Greenwich and is based on a shared campus in Medway.

Canterbury Christ Church University has a significant portfolio of pre-registration healthcare programmes, underpinned by strong leadership, extensive relationships to support clinical placements, simulation facilities, and internationally recognised research promoting health and wellbeing.

## Internal & external relationships

**Internal:** University leaders and managers at all levels; HR colleagues within HR&OD at Kent, employees within KMMS.

**External:** Stakeholders at Canterbury Christ Church University, NHS Trusts, General Medical Council; regional and national HE/HR networks; external training providers; consultants and advisers.

## Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects
- Ability to travel in a timely and efficient manner regularly between campuses

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

### Essential Criteria

- Chartered Institute of Personnel & Development (CIPD) Level 7/advanced qualification or equivalent and demonstrable professional experience (A)
- Degree, or equivalent (A)
- Recent experience of partnering with senior management teams in a similar role (HR Manager, HR Business Partner) gained in a large complex organisation(s) with multiple stakeholders (A, I)
- Extensive experience of providing generalist HR guidance and support to senior managers (A, I)
- A thorough understanding of UK employment legislation with the ability to proactively research and interpret legal developments as necessary to ensure the provision of accurate, risk-mitigated advice and guidance to leaders and managers (A, I)
- Proven experience in leading, supporting and implementing HR projects and working closely in partnership with external partners (A, I)
- Experience of managing change, including restructurings, and influencing and enhancing organisational culture (A, I, T)
- Ability to write clear and accurate English for a range of audiences, e.g. staff communications, management briefings, formal consultation papers, policy drafting, executive reports (A, I, T)
- Ability to analyse, interpret and present numerical information (I)
- IT skills, sufficient to be able to produce well-presented documentation, and confidently manipulate simple data within spreadsheets (A, I)
- Excellent oral communication and presentation skills, with the ability to deal confidently with a range and volume of people at all levels (I)
- Strong influencing, negotiating and conflict resolution skills (A, I)
- Ability to exercise initiative and effective judgement (I)
- Self-motivated, with an enthusiasm for continuous service improvement and personal development (I)
- Ability to manage workload in order to balance short- and long-term deadlines and commitments (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day-to-day work of the role (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student and employee experience and multidisciplinary, impactful research (I)

### Desirable Criteria:

- Significant experience as a HR Business Partner/HR Manager within the National Health Service or other healthcare setting. (A,I)
- Understanding of the key HR issues within the HE sector (I)

*Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage*