

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Human Resources Business Partner</b>
<b>Salary</b>	<b>Competitive</b>
<b>Period:</b>	<b>Full time</b>
<b>Campus</b>	<b>Mauritius</b>
<b>Reporting to:</b>	<b>Campus Director</b>

### **Overall Job Purpose:**

The Human Resources Business Partner (HRBP) will contribute to the achievement of the University's Strategic Plan 2031, People Strategy and Service level objectives, through the provision of pro-active Human Resource partnering, support and advice to School/Service customers. He/she will provide a professional service to managers on all aspects of HR delivery and employee relations matters. The postholder will work with managers to assess and develop the effectiveness of their people management approach, through an effective use of HR management information; and contribute to the development of the University's HR Strategies, projects, policies and procedures.

### **Principal Duties:**

1. To work in partnership with the senior management team and staff in Schools and Services and contribute to the annual business planning process at School / Service level. This may include:
  - analysing staff feedback and drafting recommendations to improve practice and performance;
  - drafting the people elements of strategic documents where appropriate using workforce data;
  - assisting Senior Managers to express their HR demands against their business requirements;
  - succession planning.
  
2. To act as HR Business partner as well as lead for providing professional advice to designated managers (Academic Heads, Heads of Service and other appropriate managers) providing specific advice, expertise, and solutions on employee relations issues, and around the use of the University's HR policies and practices, this may include:
  - collation, analysis, evaluation and resolution of circumstantial casework;
  - discussions, hearings, consultations and negotiation with involved parties;
  - liaison with external professional advisers, including legal and medical practitioners;
  - assessment of legal implications and risks affecting a case;
  - development of potential options to resolve a case, ranging from negotiated settlements, new management practices, to performance monitoring, and dismissal;
  - taking decisions regarding the best course of action and developing recommendations;
  - professional lead on employee relations casework including monitoring the status of cases and managing the process, co-coordinating involved parties.

3. The HRBP will be expected to support a range of HR /University priorities and projects but will also provide support in core areas such as:
  - assisting with the continuous improvement of our HR policies, procedures and guidelines, including undertaking consultation and negotiation with managers, staff as necessary;
  - undertaking projects in support of the HR people strategy, alignment of institutional culture to set community principles, and in support of school and service plans;
  - assisting School's and Services to respond to and embed University wide HR initiatives;
  - fostering a work environment that promotes diversity, equity, and inclusion, aligning with the community principles and ensuring all employees feel valued and supported;
  - recruitment and selection.
4. To work with senior managers, to affect organisational change projects, identifying the HR implications and risks of change management strategies, supporting the implementation of the change and consulting or reporting as appropriate to internal or external bodies.
5. Coach and influence managers to develop their people management/leadership skills and constructively challenge inappropriate behaviours/actions.
6. Liaising and working closely with line managers to address development needs and provide appropriate training.
7. To advise and work collaboratively on HR and University wide initiatives and projects, providing innovative solutions when necessary, in line with the strategic goals, and always looking for continuous improvements.
8. Contribute to the analysis and evaluation of job descriptions to determine grades for all levels of staff, and assessment of associated budgetary, structural and organisation factors, raising issues as appropriate.
9. To support recruitment and selection exercises as appropriate, considering potential risks and ensuring that all immigration concerns are managed as part of the sponsorship process.
10. Undertake other duties commensurate with the overall purpose of the role from time to time as determined by the Campus Director.

## **PERSON SPECIFICATION**

**Job Title: Human Resources Business Partner**  
**Campus: Mauritius**

### **ESSENTIAL CRITERIA**

#### **Education/Qualification,**

- Educated to degree level (with specialisation in HR or law) or equivalent experience,

#### **Experience**

- You will have experience of working as an integrated HR professional as part of the business, working closely with colleagues to enable them to achieve their corporate objectives.
- You will have successful experience of managing and delivering the full range of employee relations issues, which should include a good knowledge of the Mauritius Workers' Right Act and dealing with complex case work.
- Have successful experience of leading and supporting on organisational change projects of varying sizes and levels of complexity leading to successful outcomes, for the business and for the staff.
- Experience of working in a large and pressurised environment with limited resources prioritizing demands and working to tight deadlines.

#### **Experience and Knowledge**

- A good and up to date working knowledge of employment law
- A knowledge of key trends and best practice in HRM

#### **Experience, Knowledge and Skills**

- You will be an effective communicator both verbally and in writing, with proven experience of writing policies, procedures, papers and documents
- Excellent planning and organisational skills, with the ability to project manage and provide creative solutions
- Experience and ability to coach and support line managers through periods of change and in assisting them to manage performance
- You will have the ability to contribute to the strategic planning process using workforce data to analyse and understand data, and interpret this with your business partners
- Effective interpersonal skills which include effective influencing skills, evidence of being able to build relationships with a wide range of people at different levels, the

ability to analyse, self-motivation

- Proficient IT skills
- The ability to work effectively with a diverse range of people and to be able to embed the philosophy and benefits of working in a diverse and equal opportunity environment
- Demonstrable commitment to fairness and the principles of equality and inclusion.

#### **DESIRABLE CRITERIA**

- Expert knowledge of employment law
- Exposure to best practice HR including well-being and engagement initiatives
- Experience of working in Higher Education