

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1477F: People Partner

SALARY

£31,957 - £36,870 per annum

GRADE

CSS Scale 7/8

HOURS

37.5

REPORTING TO

People Manager - Employee Relations & Operations

DEPARTMENT

People Services

LOCATION

Lincoln

BE READY...

Job Purpose:

Reporting to the People Manager (Employee Relations & Operations), the People Partner will provide expert, proactive and solutions focused advice and support to managers and colleagues across the organisation on a wide range of people related matters. This includes leading on complex employee relations casework, supporting organisational change and ensuring the effective interpretation and consistent application of College policies, procedures and employment legislation.

Working in partnership with managers at all levels, the role will contribute the delivery of the People Plan by supporting people initiatives, promoting wellbeing, equality, diversity and inclusion and supporting high standards of leadership and people management. The People Partner will play a key role in fostering a positive, inclusive and high-performing culture, ensuring that people practices are aligned with strategic objectives and that a professional, responsive and high-quality People Services function is delivered.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Providing professional advice and support to line managers and staff on a range of People related issues, including:
 - interpretation of terms and conditions of service
 - Family Schemes (e.g. maternity and paternity)
 - Sickness Absence Management
 - Discipline & Grievance
 - Probation
 - Restructure/redundancy
 - Capability
 - Job Evaluation
 - Health & Wellbeing
 - Reward & Recognition
 - Flexible ways of working
 - Reasonable Adjustments
2. Championing wellbeing by:
 - Encouraging colleagues to manage their own mental and physical health by providing appropriate advice, support and sign posting when required.
 - Providing advice and support to People Managers which enables them to put interventions in place that aim to positively address and resolve areas of concern.
 - Managing the Occupational Health Service and Employee Assistance Programme.
3. Maintaining an up-to-date understanding of the legal framework governing the People function; developing and reviewing People policies in line with current legislation and ensuring People procedures and practices reflect best practice.
4. Deputise for the People Manager - Employee Relations & Operations as and when required.
5. To represent the People Services Unit on relevant internal committees and external organisations as required.
6. To be responsible for the provision of relevant information and data, as required.
7. Supporting the People Plan, you will lead on key projects and assist the People Manager and the Head of People Services with:
 - The formulation and implementation of management techniques, strategy and planning as outlined in the People Plan.
 - The implementation of specific HR initiatives and projects that aim to consistently improve and deliver a proactive, professional, and effective people and performance function.
 - The successful achievement of Equality, Diversity & Inclusion objectives and associated action plans to support a positive and inclusive workplace environment.
 - The implementation of the outcomes recommended in the Annual People Services Scorecard.

8. To ensure that People Services policies and procedures are consistently followed and that any relevant issues or concerns are escalated to the People Services Manager where appropriate.
9. Delivering key People Plan initiatives to address challenges related talent management, effective leadership and management, exceptional communication/information, reward and recognition, health and wellbeing and equality, diversity and inclusion.
10. To support the administration of variations to contract in accordance with flexible working practices, in line with the Lincoln College People Plan and our Flexible Ways of Working Policy.
11. To undertake a variety of generalist People Services duties, including job evaluation, attendance and absence management, and providing support for disciplinary investigations and hearings.
12. To work with the People Services Manager and Information Analyst - People Focus to maximise the Access HR systems potential, ensuring that the system is working in a way which meets the needs of the People Services team; inclusive of structure changes for the college, changes to grades, personal details and ensure system efficiencies.
13. To lead organisational change initiatives, including restructures, TUPE transfers, and efficiency or service improvement programmes.
14. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
15. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
16. To maintain quality standards, appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.
18. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Level 5 CIPD (or equivalent) or working towards.	A
2	Comprehensive and up-to-date knowledge of employment law and its practical application within an organisational setting.	A/I/T
3	Understanding of People best practice, employee relations and organisational change principles.	A/I/T

	Skills/Abilities – Interpersonal	PSM
4	Excellent verbal and written communication skills, with the ability to influence, challenge and advise managers at all levels while building positive working relationships.	A/I
5	Ability to use initiative, exercise sound judgement and make informed decisions in a fast-paced environment.	A/I
6	Strong collaborative skills with the ability to work effectively as part of the wider People Services team.	A/I
7	Excellent organisational and planning skills with the ability to prioritise competing demands and meet deadlines.	A/I
8	Strong digital literacy, including experience of using HR systems (ideally SelectHR) and Microsoft Office applications to manage data and produce reports.	A/I

	Experience	PSM
9	Recent and relevant experience in a generalist People/HR role, including the management of complex employee relations casework such as disciplinary, grievance, capability and sickness absence matters.	A/I
10	Experience of supporting organisational change initiatives, including restructures, consultations and TUPE processes where applicable.	A/I
11	Experience of working collaboratively with recognised Trade Unions and employee representatives.	A/I
12	Experience of working within the Further Education sector or a similarly complex public sector or educational environment is desirable.	A/I

	Work Related Circumstances	PSM
13	Commitment to continuous professional development and participation in relevant learning opportunities.	A
14	Flexibility to work outside normal hours on occasion to meet business needs.	A
15	Ability to travel between College sites and partner organisations as required.	A

	Skills/Abilities - Other	PSM
16	Demonstrates a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults in accordance with College policies and statutory responsibilities.	A/I
17	Demonstrates a strong commitment to equality, diversity, inclusion and promoting fair employment practices.	A/I

Prepared By:	Claire O'Hara – Head of People Services
Date:	June 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test