

HUMAN RESOURCES BUSINESS PARTNER

PEOPLE AND CULTURE DIVISION

ALC1640

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Sir Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Sam Sullivan, Associate Director of HR Business Partnering and Employee Wellbeing via samantha.sullivan@uea.ac.uk

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



THE ROLE

The HR Business Partners (HRBP), under the direction and guidance of the Senior HR Business Partners, provide advice and support to line managers on a range of human resource management issues as well as supporting with the development and review of policies and procedures and organisational change management. A key function of the role is to develop the skill and capacity of managers to empower them to manage people issues effectively and independently.

The role will require a combination of HR expertise, as well as interpersonal and technical skills, and the ability to establish credible relationships with a diverse range of people.

The HRBP will operate within a defined portfolio, providing support across a range of academic, professional services, and operational areas of the University. The designated portfolio area/s allocated to the role holder can and will vary.

KEY RESPONSIBILITIES

- Build and maintain effective and professional HR business partnering relationships across designated client areas, developing a working understanding of the business of each area so that HR services are aligned to support the development of an engaged and high performing workforce.
- Ensure the provision of high quality, consistent, robust, proactive and prompt advice and support to managers and employees, ensuring compliance with the academic lifecycle, HR policies, employment law and current HR best practice, signposting to other areas of support where appropriate.
- Provide HR advice on employee relations casework such as discipline, grievance, performance and dignity at work, using sound judgement on when to seek advice from or escalation to the Senior HR Business Partner.
- Guide, coach and advise managers dealing with people issues, including informal and formal interventions such as difficult conversations, the undertaking of investigations, preparation of investigation reports and evidence and assistance at hearings, ensuring compliance with HR policies and employment legislation and the proactive management of casework in a timely manner and maintaining comprehensive records.
- Support and advise managers with the management of employee health, wellbeing and attendance; regularly running and/or commissioning and analysing, interpreting absence reports to proactively support designated client areas.
- Liaise with wider People and Culture team, health and safety, occupational health and other wellbeing providers as appropriate in the proactive management of sickness absence cases with line managers.
- Work with the Senior HR Business Partners and the wider People and Culture team to nurture a performance management culture within designated client areas, encouraging Performance and Development Reviews to be carried out and linking in with specialist People and Culture colleagues to promote and facilitate the implementation of organisational development initiatives.
- Work closely with Senior HR Business Partners and the wider People and Culture team, to support change management programmes including the development of consultation documents and supporting individual consultation meetings. Work collaboratively with key partners including trades unions and managers to shape and achieve buy-in for key transformation projects.

THE ROLE (CONTINUED)

- Proactively analyse and utilise workforce data and management information to inform decision making.
- Work closely with Senior HR Business Partners and the wider People and Culture team to support the delivery of the People and Culture delivery plan and its associated strategy
- Support the development of people management skills across the University by supporting and coaching managers and employees to ensure a transfer of knowledge, as well as developing and implementing specific HR training across the organisation.
- Work collaboratively with colleagues across the wider People and Culture team on a range of projects to ensure that the change agenda is cohesive and delivered in a joined-up way.
- In conjunction with the Reward and Career Enablement team, advise client areas in relation to the application of the University's reward and recognition mechanisms, ensuring consistency, fairness and transparency.
- Undertake job evaluations for new and updated roles in accordance with HERA methodology, providing managers with advice and guidance on job design i.e. the effective division of tasks, responsibilities and workflows between roles within a team to help the University achieve its goals, ensure cost effective structures and maintain employee motivation and career progression.
- In partnership with the EDI team, support and drive the development of University initiatives and delivery of EDI activities and objectives.
- To take a key role on specific projects and pieces of work to support improvements to HR policies and procedures, delivery of the HR strategy and the achievement of corporate objectives.
- Contribute to the implementation of the University's Equality, Diversity and Inclusion Strategy and Action Plan within HR and client area activities, ensuring HR practices are fair, inclusive, and compliant with relevant legislation and University policies.

- Work collaboratively with the whole People and Culture Service to ensure effective integration of the team, sharing of information and knowledge and a seamless service to the University.
- Continually update personal knowledge and skills, learning from good practice and keeping informed of HR trends and developments through research and networking.
- To deputise for Senior HR Business Partners when needed.
- Ensure HR practices support a respectful and inclusive working environment in which staff with different protected characteristics and lawful beliefs are treated fairly and with dignity.

GENERAL

- There will be a requirement for all members of the team to be flexible in undertaking additional or alternative duties commensurate with the grade.
- Contribute to the continuous development and implementation of the Service.
- Act in accordance with the University's Values, in all aspects of work.
- Abide by all University Regulations and Policies relevant to the role.
- Always observe strict rules of confidentiality and data protection applicable to work in Human Resources.
- Willing and able to be flexible in working hours at periods of peak activity.

It is expected that all staff will be available on campus to carry out their duties during their working week, with the normal expectation that this will mean a minimum of 60% of working time spent physically present in the workplace. Dependent on work demands, whilst in the workplace an HRBP will typically be based within the People & Culture office HomeZone but will be required to carry out their role based in other areas of the business as appropriate to the nature of the work.

THE PERSON

QUALIFICATIONS AND EXPERIENCE

Essential:

- CIPD Level 5 Diploma and Associate or MCIPD membership (or working towards), and/or demonstrable experience in a similar role at either Business Partner or Associate Business Partner level in a large, complex and regulated environment. (A)
- Strong and current generalist HR knowledge and judgement in HR matters with a thorough and up to date knowledge of employment law and current best practice in people management. (A,I)
- Experience of dealing with a significant level of employee relations casework including supporting performance management, disciplinary and grievance cases at both informal and formal stages, and of providing high quality advice and coaching on a broad range of HR policies and procedures. (A,I)
- Experience of having contributed to HR projects that support the delivery of HR strategy and business objectives. (A,I)
- Experience of supporting the design, consultation, delivery and embedding of organisational change. (A,I)
- Experience of advising managers on role design and undertaking job evaluation (ideally HERA). (A)

Desirable:

- Understanding of working within Higher Education. (A,I)

KNOWLEDGE AND SKILLS

Essential:

- Excellent organisational skills to plan, prioritise and organise own work effectively in a busy and fast- paced environment. (I)
- Well-developed analytical and critical reasoning skills, with an ability to analyse, interpret and present a wide range of data and identify trends. (I)
- People management skills including the ability to resolve conflict. (A,I)
- Ability to think creatively and use initiative to find solutions to complex problems and ambiguous situations, delivering quality interventions in a tight financial environment. (I)
- Proven ability to assess and appropriately manage risk where appropriate, including understanding of relevant Health & Safety issues. (I)
- Excellent interpersonal skills; ability to quickly establish and maintain good working relationships at all levels and to influence, challenge and negotiate at a management level, developing strong collaborative relationships with key customers and stakeholders, within and outside HR. (A,I)

- Professional approach with the ability to act with diplomacy in sensitive situations and adapt style in response to diverse needs, using resilience and empathy in challenging situations. (I)
- High quality communication skills both orally and written, with excellent presentation and facilitation skills. (A,I)
- Commitment to and understanding of customer service, demonstrating a positive response to feedback and a commitment to continuous improvement. (A,I)
- Proven IT skills – specifically in relation to Microsoft Word, Excel and PowerPoint. (I)
- Demonstrable ability to support fair and inclusive HR practices and to apply equality, diversity and inclusion policies in line with relevant legislation and University strategy. (I)
- Demonstrate UEA's Values and behaviours in day-to-day work and support a team culture that reflects them. (I)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

A – Assessed from application, **I** – assessed from interview

FURTHER INFORMATION

This full time post is available on an indefinite basis.

Salary will be £38,784 to £46,049 per annum on Grade 7 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable

adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **10 April 2026**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that presentations and interviews will take place on **27 April 2026** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

ABOUT THE DIVISION

We established our new People and Culture Division following a major transformation of HR activities at the end of 2020, with the implementation of the full structure in April 2021. As part of the transformation, the University invested in a number of new roles, essential to the success of our new HR service, which is based on a Business Partnering model supported by 'centres of expertise' including Human Resources Services, Organisational Development and a Business Partnering Team.

Human Resources Services leads all HR Operational and Reward and Career Enablement activity and our customer focussed HR Service Team is the first point of contact for any HR related queries from the University Community. The HR Data and Analytics Team provide statistical data and analysis to support policy development and decision making, and ensure the delivery of our statutory statistical returns, as well as supporting the development, management and maintenance of current and new HR Systems.

The **Organisational Development Service** provides specialist, expert advice in all aspects of organisational change and development, including the development of organisational culture, leadership, engagement, learning, equality, diversity & inclusion and talent management.

The **Business Partnering Team** works across the University to support the leadership and management of the people agenda. The team acts as the trusted advisor and strategic partner in all matters related to employing and managing people, taking responsibility for day-to-day HR operational issues and connecting these to wider strategic objectives.





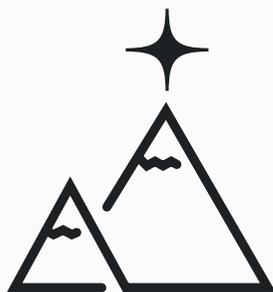
OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Sir Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Sir Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the 'three pillars' of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and 'eco' products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on X [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office) and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930s parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

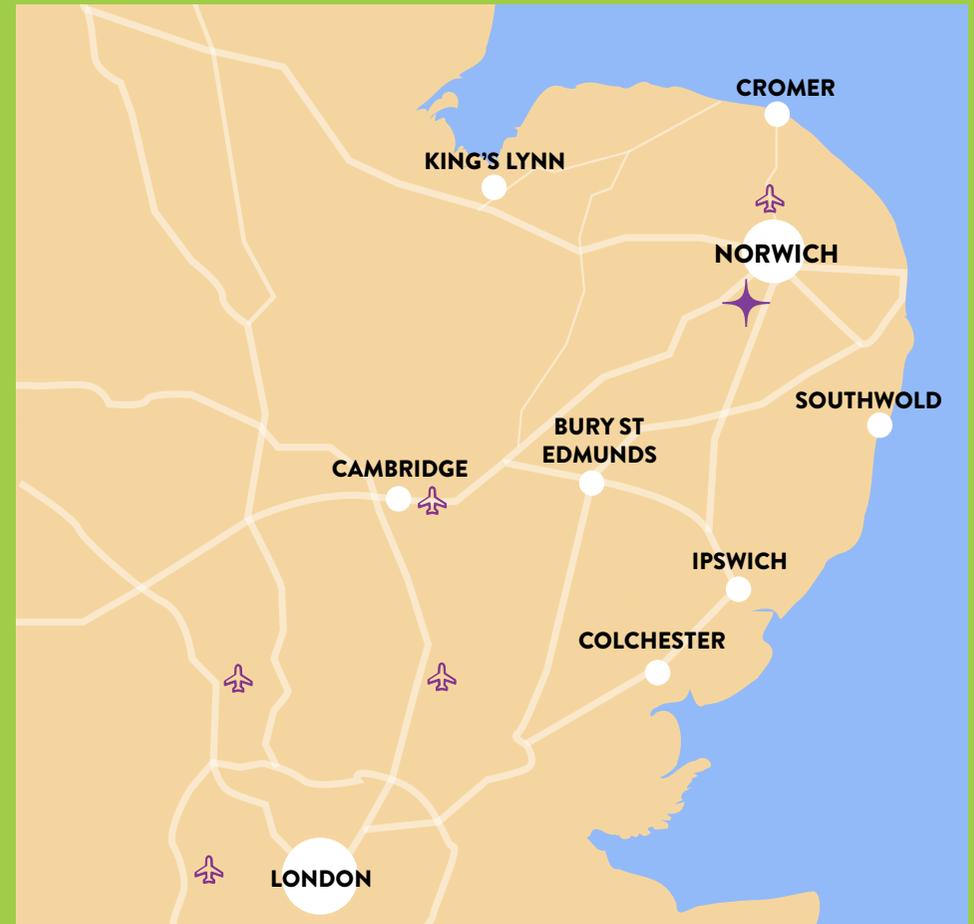
SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

