

1. Job Title: Human Resource Business Partner - Academics

Job Title: Human Resource Business Partner - Academics	Reports to: Human Resource Manager
Direct Reports: Human Resource Assistant	Division: HR & Administration
Department: Human Resource	Current Grade:
Function: <i>Dedicated Resource</i>	
Location: KISC Head Office	

Job Purpose

The HR Business Partner (HRBP) for Academics serves as a strategic partner to the academic division, supporting faculty and academic functions to achieve organizational goals. This role involves providing tailored HR solutions to support faculty development, academic workforce planning, and overall talent management, while ensuring compliance with employment regulations and HR best practices.

Key duties and responsibilities

1. Strategic HR Partnership

- Collaborate with academic staff, heads of schools, and department heads to align HR strategies with academic goals and objectives.
- Act as a trusted advisor to senior academic staff, providing guidance on workforce planning, organizational change, and people development.
- Assist in drafting the department's budget and ensure the budget is in line with the school's financial objectives and complies with relevant policies and procedures

2. Talent Acquisition and Onboarding

- Lead the recruitment and selection process for academic staff, including alignment of job descriptions, posting vacancies, and facilitating interview processes, selection and onboarding.
- Ensure a seamless onboarding experience for new faculty, supporting them in acclimating to the institution's academic environment.

3. Academic Relations and Engagement

- Address faculty concerns, grievances, and conflict resolution matters with professionalism, confidentiality, and fairness.
- Drive initiatives to promote faculty well-being, engagement, and satisfaction, ensuring a positive academic working environment.

4. Performance Management

- Support the implementation of performance review processes for schools and academic staff, promoting continuous feedback and development.
- Assist in the creation of professional development plans for academic staff and address performance improvement needs.
- Coordinate the appraisals, review, rewards and performance improvements for academic staff

5. Learning and Development

- Identify academic training needs and facilitate professional development opportunities, including workshops, seminars, and conferences.
- Support career development initiatives for academic staff, enhancing pathways for leadership and growth.

6. Policy Development and Compliance

- Ensure adherence to HR policies, procedures, and employment laws, maintaining an up-to-date understanding of education-specific labor regulations.
- Assist in developing and updating HR policies to meet the unique needs of academic staff and comply with regulatory requirements.

7. Data Management and Reporting

- Maintain accurate faculty and academic staff records, including performance appraisals, training completion, and promotions.
- Generate reports on HR metrics, such as academic turnover rates, diversity statistics, and satisfaction scores, to support decision-making.

8. Change Management

- Support the implementation of change initiatives within academic units, ensuring smooth transitions and effective communication.
- Provide faculty with change management support, training, and guidance during periods of organizational change.

9. Disciplinary Management

- Coordinate disciplinary matters for all academic staff end to end
- Record and file all disciplinary files for academic staff with regular updates
- Report all disciplinary cases to HR manager in a timely manner for dealing
- Handle small claims and grievances at level where necessary

10. Administrative

- Coordinate health insurance scheme for all academic functions and staff
- Oversee staff loan facility requisitions and processing by HR from various institutions
- Oversee staff welfare activities and employee relations for academic staff
- Any other administrative responsibilities assigned to the jobholder by the supervisor within the HR or related special projects from time to time. i.e., security, OSH and partner/stakeholder engagement

Working relationships

Internal Relationships: All Academic Division Staff

External Relationships: Consultants, Employer organizations, vendors and HR professional bodies

Knowledge, experience and qualifications required

- Bachelor's degree in either Human Resource Management, Social Sciences, Business Administration or any other business related field from a recognized institution.
- Must be a full member with a valid practicing license from the Institute of Human Resources Management (IHRM).
- Minimum of 5 years' experience in human resources and administration

Key Competencies & Skills

- **Relationship Building:** Ability to build strong relationships with faculty, deans, and senior academic leaders.
- **Communication:** Strong written and verbal communication skills, with the ability to present information clearly and effectively.
- **Problem-Solving:** Ability to resolve complex issues with discretion and sound judgment.
- **Analytical Skills:** Ability to analyze HR data and present insights to support academic decision-making.
- **Adaptability:** Capacity to work in a fast-paced academic environment and manage multiple priorities.
- **Confidentiality:** High level of integrity and confidentiality in handling sensitive information.

Responsibility for finances and physical assets

- The job holder is accountable for consumable stocks within the HR office

Decision-making

- The jobholder provides recommendations to facilitate final decisions.

Working Conditions

Working Environment: This role operates within academic divisions, involving collaboration with faculty, heads of schools, and educational support teams. Occasional travel to different academic units or campuses may be required, as well as flexibility to work beyond standard business hours

Signatures

Name of jobholder:	Signature:	Date:
Name of Supervisor:	Signature:	Date:
Name of HRM:	Signature:	Date: