



Durham
University

Human Resources and
Organisation Development

Inspiring the extraordinary

HR Business Partner (Sexual Violence and Misconduct)



The University

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting - Durham is a university like no other. We believe that inspiring our people to do outstanding things at Durham enables Durham people to do outstanding things professionally and personally.

Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally.

We would be thrilled if you would consider joining our thriving University. Further information about the University can be found [here](#).

Find out more about the benefits of working at the University and what it is like to live and work in the Durham area on our [Why Join Us?](#) - Durham University



Working at Durham

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University: you will also receive access to the following fantastic benefits:

- 30 Days annual leave per year in addition to 8 public holidays and 4 customary days per year – a total of 42 days per year.
- The University closes between Christmas and New Year.
- We offer a generous pension scheme. As a new member of staff you will be automatically enrolled into this University Superannuation Scheme (USS).
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- There is a genuine commitment to developing our colleagues professionally and personally. There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University. All staff have dedicated annual time to concentrate on their personal development opportunities.
- Lots of support for health and wellbeing including discounted membership for our state of the art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
- On site nursery is available plus access to holiday camps for children aged 5-16.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
- The opportunity to take part in staff volunteering activities to make a difference in the local community
- Discounts are available via our benefits portal including; money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.
- A salary sacrifice scheme is also available to help you take advantage of tax savings on benefits.
- If you are moving to Durham, you may be eligible for help with removal costs and we have a dedicated team who can help you with the practicalities such as house hunting and schools. If you need a visa, we cover most visa costs and offer an interest free loan scheme to pay for dependant visas.

Discover more about our total rewards and benefits package [here](#).



Boldon House

From early 2025 the base location for this role will change from our Durham City Centre site to our exciting new professional services hub based at Boldon House.

Boldon House is situated on the outskirts of Durham near the Arnison Centre in Pity Me.

Boldon House will bring a number of professional services teams together in a vibrant office environment which supports collaborative working and is designed to embrace hybrid working.

To find out more about this project, please visit this webpage: [Boldon House - Durham University](#).

The Role and Department

This new role within the HR Business Partnering team will focus on providing HR advice and support in relation to Sexual Violence and Misconduct (SVM) and sexual harassment cases (which involve a member of staff) and ensuring the University has appropriate policies and procedures in place for dealing with such cases. The University is sector leading in dealing with sexual violence and misconduct and this role offers an exciting challenge for the successful candidate to shape our processes and ways of working in the complex and challenging area within the HR team.

The role-holder will undertake a full review of the University's staff SVM policies and procedures working closely with our Student Conduct Office to ensure synergy where there is overlap with student policy, procedure and cases. They will also be responsible for ongoing enhancement to our approach to sexual harassment.

The HR Business Partner (Sexual Violence and Misconduct) will be the HR Lead from a staff perspective on all SVM and sexual harassment issues and would be the HR representative on the relevant University SVM management groups.

The HRBP (SVM) would oversee all SVM cases, where the responding party is a member of University staff.

The HRBP (SVM) would also be responsible for working with the relevant parties in relation to disclosure and barring/safeguarding issues involving staff.



The HR Business Partner (SVM) will likely have an HR generalist background and will be experienced in supporting investigators to conduct complex investigations in line with relevant policy and procedure. They will have experience of managing a full employee relations caseload and dealing confidently with issues across all areas of HR, including sickness, grievances, disciplinary and performance management. They will ideally have experience in sexual violence and misconduct and/or related areas such as domestic abuse or safeguarding.

It is expected that following the first 12-18 months in post when the review of the University's approach to SVM has been updated, the role holder will have a broader HR Business Partner portfolio, including casework, policy work and projects. The role holder would, however, retain being the HR Lead on SVM and sexual harassment staff cases and responsibility for overseeing all work in this area.

Durham University is committed to equality, diversity and inclusion

Our collective aim is to create an open and inclusive environment where everyone can reach their full potential and we believe our staff should reflect the diversity of the global community in which we work. As a University equality, diversity, and inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. We also live by our values and our Staff Code of Conduct. At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities. If you have taken time out of your career, and you feel it relevant, let us know about it in your application. If you are a candidate with a disability, we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to support the interview process wherever it is reasonable to do so and, where successful, reasonable adjustments will be made to support people within their role.



Qualifications and Skills

When you apply it is important that you let us know what skills/experience you have from a similar role and/or what skills/experience you have which would make you right for this role. Further information about the role and responsibilities is at the end of this job description. Where a criteria has an asterisk* next to it, it may be given additional weighting when your application is considered.

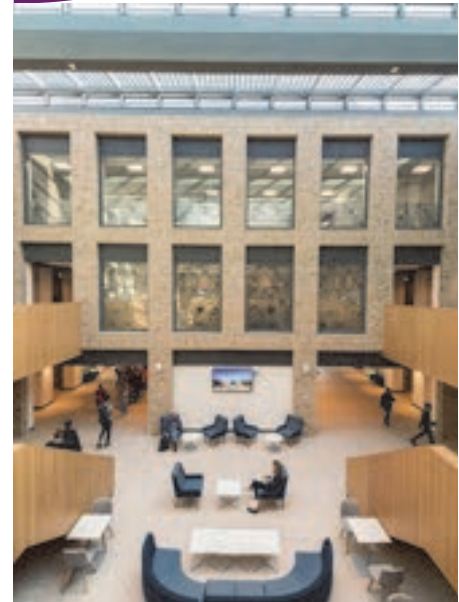
Your application should cover the following criteria:

Essential Criteria

1. Excellent oral and written communication skills and the ability to develop effective working relationships, both internally and externally.
2. Proven IT and numeracy skills, including use of Microsoft Office.
3. Educated to degree level (or equivalent experience).
4. Certified member of CIPD and significant post qualification knowledge and expertise used to influence events and activities within a medium to large organisation.
5. Ability and experience of independently managing a large complex employee relations caseload, including disciplinary, grievance, ill-health and performance cases.
6. Continuing professional development required to maintain professional recognition.
7. Knowledge and experience of ensuring compliance with regulatory and organisational policy and guidelines.
8. Experience of providing HR specialist advice and guidance to a range of customers and colleagues, including more senior colleagues*.
9. Strong planning and project management skills, with the ability to establish clear priorities and deliver accordingly.
10. Experience of being able to network effectively and develop strong and productive working relationships, to influence perceptions of the University.
11. Experience of managing the HR aspects of SVM cases and/or demonstrable interest in this area of work *
12. Up-to-date knowledge of employment legislation and experience of its practical application.
13. Strong personal presence and credibility with demonstrable negotiating skills.

Desirable Criteria

1. Experience of dealing with trade union representatives.
2. HR experience within a large complex organization.
3. Direct experience of managing staff SVM issues or experience of working in HR role/environment where similar issues are prevalent



Typical Role Requirements

Service Delivery/Development

- Show a commitment to equality, diversity and inclusion and the University's core lived values.
- Develop and promote an in-depth understanding of relevant University policy and external developments, particularly with regards to SVM and sexual harassment.
- Ensure that all relevant HR related policy and regulatory standards are met.
- Use your professional knowledge and experience as an HR practitioner to resolve problems, shape processes and activities and provide subject matter expertise and advice across a generalist range of HR issues.
- Provide specialist advice on the analysis and interpretation of relevant complex data and information.
- Responsible for operational activity within HR and SVM/sexual harassment cases, as relevant to the role.
- Working with colleagues on safeguarding and disclosure and barring issues.
- Look for ways to continually improve services and take a lead role in SVM/sexual harassment issues in the development and implementation of assigned policies, processes and standards.
- Meet the professional development needs of your stakeholders, providing training when required.
- Ensure data (commercially sensitive and/or personal) is appropriately stored and managed.
- Support the welfare, wellbeing and employment of your staff by providing professional guidance.

Planning and Organisation

- Contribute to operational leadership to influence the type and level of services that are provided in relation to SVM/sexual harassment and other relevant areas of HR.
- Contribute to the development of operational and strategic level plans in the HR Business Partner team.
- Scope, plan and implement large scale/University wide initiatives, as appropriate, in relation to SVM. This would include the review of University policies and procedures relating to SVM and sexual harassment.
- Oversee projects relevant to the role to deliver agreed objectives while solving any problems which are encountered.
- Provide oversight for any relevant short term/temporary project teams.

Communication/Liaison

- Use your professional knowledge to identify and recommend priorities for long-term business plans.
- Provide professional guidance and advice when managing HR employee relations cases, including SVM/sexual harassment cases.
- Design creative and innovative communications to promote the understanding of SVM/sexual harassment issues amongst staff and to breakdown any barriers to the reporting of any SVM/sexual harassment issues.
- Influence University policy and standards by leading operational business meetings, working groups and sub-committees.
- Design and deliver training to your stakeholders to support their development and information needs.
- Create strong working relationships, including internal and external networks, using your networks to increase your knowledge and skills, swap information with peers and positively influence the University's reputation.
- Any other reasonable duties.



Please note that in submitting your application Durham University will be processing your data. We would ask you to consider the relevant University Privacy Statement Privacy Notices - Durham University which provides information on the collation, storing and use of data.

When appointing to this role the University must ensure that it meets any applicable immigration requirements, including salary thresholds which are applicable to some visas.

How to Apply

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. It will be at the discretion of the recruiting panel as to whether they will also consider any desirable criteria, but we would urge candidates to provide evidence for all criteria. Please don't forget to check if there is any weighted criteria (see above).

While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

Submitting your application

We prefer to receive applications online. We will update you about your application at various points throughout the selection process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to make sure you have not missed any of our updates.

What you need to submit

- A CV: and
- A supporting statement which outlines how you meet all of the criteria within the Person Specification
- A short statement (no more than one side of A4) setting out your interest in SVM.

Contact details

For a chat about the role or any further information please contact Deborah Moller-Andersen, Head of HR Business Partnering (Professional Services, Colleges and Projects) on deborah.moller-andersen@durham.ac.uk.





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Contact

Human Resources & Organisation Development

Durham University
Mountjoy Centre
Stockton Road
Durham
DH1 3LE

E: deborah.moller-andersen@durham.ac.uk

durham.ac.uk

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