



UK Research
and Innovation

Director, HR Business Partnering

Candidate Prospectus
February 2025

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About UKRI

UK Research and Innovation (UKRI) is an independent, non-departmental public body, which invests £8bn per annum in research and innovation. We bring together nine executive council partners (the seven Research Councils, plus Innovate UK, and Research England) with a shared vision to ensure the UK maintains its world-leading position in research and innovation. UKRI also provides coordinated strategic advice to the Secretary of State for Science, Innovation and Technology on the balance of funding between research disciplines.

We employ over 8,000 staff who support some of the world's most exciting and challenging research projects. We develop and operate some of the most remarkable scientific facilities in the world and work collaboratively with industry, academia and government in exciting partnerships. We are pushing the frontiers of human knowledge through blue skies research and delivering benefits for UK society and the economy through world-class research and business-led innovation.




About the role

We are seeking an experienced HR Leader for the role of Director, HR Business Partnering. In this critical role you will lead a team of HR Business Partners, supporting leaders across UKRI to maximise the potential of our 8,500 people.

Reporting to the Chief People Officer (CPO) as a member of the Senior Leadership Team (SLT), you will be responsible for leading and delivering outstanding strategic HR business partnering across UKRI.

Your role involves strengthening and leading a team of (16) HR business partners to anticipate, agree and meet the priorities for people, organisation and culture change across the organisation, as well as providing support to allow the business to grow its own capacity and capability. You will develop and implement agreed people-related change strategies consistent



with the UKRI people strategy and deliver effective HR business partnering services for the UKRI Councils, Centres, Institutes & Units (CIUs) and UKRI Functions.

You will work closely with the HR Operations team and HR Centres of Expertise (COEs) to deliver a consistent, responsive and efficient HR service for the organisation, utilising our customer-facing HR pods. You will drive and embed organisational design, development and change initiatives, co-ordinating people change plans for organisational and technology programmes through our HR Change pods.

Key accountabilities

UKRI HR Leadership

- Be a member of UKRI's HR senior leadership team, working with colleagues to develop and assure delivery of the UKRI People Plan.
- Draw insight and intelligence from senior leaders across UKRI to inform the development and delivery of UKRI's People Plan and its elements, working at strategic level across the SLT to agree shared priorities and objectives with HR Operations and Centres of Expertise.
- Alongside the CPO, develop and own the UKRI HR strategy and contribute to the People Strategy, liaising with CPO Direct Report (DR) colleagues to ensure that the requirements and priorities of multiple stakeholders are addressed. You will work closely and collaboratively with senior HR colleagues to ensure that the HR vision is delivered, the function is well managed, HR professional capability is developed, the 'One HR' culture is adopted, and all HR initiatives and proposed changes are well planned and well delivered.

HRBP Team Leadership

- Rapidly assess HRBP capacity and capability including development needs given the future target operating model and roll out of Oracle Fusion.

- Build and lead a highly credible, capable team of strategic business partners with strong organisational development capability and strategic HR expertise to address key people challenges by working with Councils and senior leadership teams.
- Provide line management, support, coaching and development to direct reports and their teams, fostering a culture of continuous improvement and excellence in HR service and business partnering.
- Ensure the team co-ordinates across Councils and functions to identify common themes, share lessons learnt, and agree on the progression of local and cross UKRI people initiatives.

HR Business Partnering

- Lead senior stakeholder engagement across all Senior Leadership Teams (SLTs), Council Chairs and Chief Operating Officers (COOs). Act as escalation point for sensitive, complex and confidential employee relations cases with Head of Employee Relations and CPO.
- Ensure HR strategies, policies and plans are developed and implemented consistently, aligned with UKRI People strategy and statutory requirements, meeting business objectives.
- Lead and manage the HR Business Partner community, ensuring quality resources are developed and implemented to meet UKRI's strategy.
- Shape the UKRI People Plan in line with UKRI strategy and Civil Service / DSIT Governance Standards. Develop and embed longer-term local HR agendas consistent with the overall UKRI HR strategy, aims and capability requirements of the business area to generate service improvements consistent with targets and objectives.
- Develop, agree and manage the HR Business Partnering annual budget to meet functional and organisational objectives within FTE limits (2024/25 16 FTE) and financial cost (2024/25 c£1.6m).
- Ensure controls and procedures are in place and fully adopted across the HR Business Partner community to achieve governance, compliance, assurance and risk control in line with UKRI frameworks and requirements by ensuring that controls and procedures are in place.



Project Summary

Project A

Task01

Task02

Task03

Project B

Task04

Task05

Task06

Project C

Task07

Task08

Task09

Project D

- Exemplify UKRI People Standards with benchmark behaviours and role modelling people tools and processes including championing our EDI and Wellbeing strategies across the business.
- Lead the People Change elements of pan-UKRI programmes and projects and act as HR lead interface with Organisational Change and Project Management Office to enable delivery of the people elements of Organisational Change Board (OCB) sanctioned business change plans. Attending People Change Board (PCB) as a standing member and deliver HRBP led people change plans.
- Foster a collaborative HRBP team culture of Continuous Improvement. With feedback from business stakeholders, identify opportunities for people policy, process, and systemic improvements to deliver enhanced UKRI HR policy and process harmonisation, greater simplicity and operational efficiency. You will attend PFO People Sub-Committee as a standing member and review rolling HR Operating Plans for effective business readiness and implementation.

Cross-UKRI responsibilities

- Provide expert knowledge on change management and organisation design to UKRI leadership, leading significant / high risk people projects requiring a cross UKRI perspective to deliver consistent and timely solutions across UKRI.
- Manage the day-to-day relationship with Trade Unions for operational and restructuring matters, supporting change management across UKRI. Attend the TU Change Sub-Committee as a standing member and JNCC as needed.
- Represent the HR function in internal and external forums, networks and lobby groups; ensuring the UKRI business or HR functional position is communicated and understood. Influence developments, implement best practices and ensure governance, compliance and performance improvement.

Your skills and experience

We understand that individuals might hesitate to submit an application if they don't meet each of the criteria. If you're enthusiastic about joining our organisation and possess a majority of the skills or experience, we encourage you to proceed with an application. We recognise that a variety of perspectives, backgrounds, and experiences enriches our work environment and therefore actively welcome applications from a diverse range of candidates.

This role encompasses both internal and external responsibilities, including the management of complex internal stakeholder relationships. The role holder must possess extensive knowledge and understanding of the external, legislative, and competitive environment. Additionally, the role significantly influences the determination and development of UKRI HR strategies, policies, and plans.

Candidates will be assessed against the following criteria throughout the recruitment process:

- University degree / Post Graduate Masters degree in HR or Organisation Development or equivalent relevant professional experience.
- CIPD membership (Chartered or Fellow) or equivalent professional experience.
- Experience of leading a strategic HR Business Partnering function.
- Experience in complex public sector/government/large scale/ unionised organisational settings enabling the role holder to provide leadership to others (directly and indirectly) across functions systems, processes and challenges.
- Significant demonstrable experience of creating and influencing the future shape of organisational thinking and decision making through horizon scanning, making connections, innovating and pragmatically shaping evolving solutions, staying curious and creative
- Strong collaboration and communication skills with experience of influencing senior stakeholders and decision makers.
- Proven people management skills with the ability to inspire and provide direction and support promoting a "can do" attitude and an environment of creativity and innovation.
- Ability to delegate responsibility and provide constructive feedback and coaching to individuals in roles where there is a high degree of discretion in decision making.
- Significant track record in effective team and individual performance management

Terms of Appointment

Band: UKRI-Band X

Salary: £91,943 – £99,000 per annum (depending on skills and experience)

Hours: Full Time (37 hours)

Contract Type: Open Ended – Secondments and job shares will also be considered

Location: Swindon – hybrid working is available with regular travel to UKRI offices

Timescales and selection

The selection process will consist of a panel interview which may include a presentation. Interviews will be held in person, in London. Please note, dates and details are subject to change.

Process	Date
Closing date	Monday 10 March 2025
Shortlist panel meeting	TBC
Panel interviews	TBC

How to apply

Please click '[Apply](#)' to submit your application via the **Careers Portal by 23:59 on Monday 10 March 2025.**

You will need to supply:

- A curriculum vitae (up to two pages)
- A supporting statement/ cover letter (up to two pages)

Your Statement of Suitability should provide specific information about why you believe you would be suitable for appointment for this role. Think about your knowledge, skills, experience, personal attributes, and vision for the organisation, and take full advantage of the space available. Use practical examples where possible and ensure you refer to which of the essential criteria your application is aligned to. Again, please aim for no more than 2 A4 pages.

Please note, failure to provide a supporting statement/cover letter or failure to address the above points may result in your application not being considered further.

You will only be assessed on the content of your CV and supporting statement, and not the 'experience' section of the application of Careers Portal.

To apply via the UKRI Careers Portal you will receive a notification confirming your profile has successfully been created (if you have not previously set up an account) and a second notification confirming your application for this role has been submitted. If you do not receive the second notification confirming your application for this role has been submitted or experience issues applying, please contact seniorrecruitment@ukri.org, so we can ensure your application has been received.

General information

Equality, Diversity and Inclusion

UKRI believes that everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to flourish and succeed within an ethical and trusted working environment that is attractive and accessible to everyone who is interested in developing their career with us.

We are committed to increasing the diversity of our board and executive positions and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We also value diversity of thought and experience and are committed to creating systems that value difference so that everyone can feel welcomed, included and nurtured throughout their time with us.

As a Disability Confident Employer, UKRI offers interviews to disabled candidates who meet the published minimum requirements for a job or role. Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular adjustments for you when attending an interview.

We know actions speak louder than words. For further information, please visit the UKRI web page: [‘How we support EDI in the workforce’](#)

Pre-employment screening

To enable us to hire the very best people and to safeguard our people, our assets and our important role we will conduct a comprehensive pre-employment check on successful applicants as part of the recruitment process.

UKRI supports research in areas that include animal health, agriculture and food security, and bioscience for health which includes research on animals, genetic modification, and stem cell research. Whilst you may not have direct involvement in this type of research, you should consider how this aligns with your personal values or beliefs. Our pre-employment requirements include a security check and an extreme organisation’s affiliation check.

The role holder will be required to have the appropriate level of security screening/ vetting required for the role. UKRI reserves the right to run or re-run security clearance as required during the course of employment.

General information

Standards

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way.

Consistent with the Commissioner's Code of Practice, applicants will be assessed on merit, and all candidates will need to uphold the standards of the [UKRI Code of Conduct](#) and conduct set out in the Seven Principles of Public Life, which are:

Selflessness: Holders of Public Office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: Carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example.

Complaints Procedure

If you feel you have reason to complain, you should direct your concerns in the first instance to the Senior Appointments team (SeniorRecruitment@ukri.org) who will make every effort to deal with this and respond to you within 48 hours.

If your complaint is not dealt with satisfactorily, you can find information about the steps you can take under [UKRI Complaints Procedure](#).