**JOB TITLE:** Industrial Relations Partner

**RESPONSIBLE TO:**  Head of HRBP & Projects

**ACCOUNTABLE TO:** Director of People Services & Executive Team, Board, Operations

**LINKS TO:** HR, Legal, Operations, H&S, Finance, Trade Unions, ACAS, External Legal Counsel

**JOB PURPOSE**:

The Industrial Relations Partner at OFG will be pivotal in maintaining positive and constructive relationships between the organisation, its employees, and trade unions. This role ensures compliance with UK employment law and sector-specific regulations, while managing the resolution of workplace disputes and leading negotiations on collective bargaining agreements. As a key advisor to senior leaders, the Industrial Relations Manager will ensure that policies and employment practices align with the needs of staff and our organisation. Additionally, the role will work closely with internal teams to promote effective communication, support staff engagement, and ensure that health, safety, and employment standards meet statutory requirements.

**KEY ACCOUNTABILITIES:**

* **Managing Industrial Relations:** Develop and maintain positive relationships with trade unions, leading negotiations to secure collective agreements that align with OFG’s goals.
* **Compliance with Employment Legislation:** Ensure full compliance with UK employment laws and education sector-specific regulations, keeping policies up to date and legally sound.
* **Supporting Senior Leadership:** Provide expert industrial relations advice to senior leaders, delivering reports on risks, trends, and strategic opportunities in employee relations.
* **Policy Development and Implementation:** Design and implement industrial relations policies, ensuring consistent application and effective communication across the organisation.
* **Employee Engagement and Communication:** Promote open communication channels between staff, management, and union representatives to foster engagement and transparency.
* **Conflict Resolution and Dispute Management:** Mediate and resolve workplace disputes promptly, minimising disruption and ensuring fair outcomes for all parties involved.
* **Health and Safety in the Workplace:** Collaborate with health and safety teams to ensure compliance with legal standards and address industrial relations issues related to working conditions.
* **Handover & Operational Transition:** Lead the smooth handover of completed projects to Regional Property Managers and Operations Teams, ensuring the transfer of all statutory certifications, operating manuals, and completion of site inductions.
* **Training and Development:** Deliver training to managers on industrial relations, conflict resolution, and legal compliance, supporting workforce development.

Requirements

Technical Skills

* In-depth understanding of UK labour laws, including the Employment Rights Act, Trade Union and Labour Relations Act.
* Expertise in conducting and leading collective bargaining negotiations with trade unions, including drafting and reviewing agreements.
* Strong skills in conflict management, including experience with dispute resolution techniques, mediation, and handling grievance procedures.
* Ability to design, implement, and update industrial relations policies, ensuring compliance with legal requirements and alignment with organisational goals.
* Familiarity with the processes involved in UK employment tribunals and the ability to represent or prepare the organisation’s case if necessary.
* Solid knowledge of health and safety legislation as it relates to industrial relations and working conditions, especially in the education sector.
* Proficiency in analysing industrial relations data (e.g., workforce trends, grievances) and preparing detailed reports for senior management.
* Ability to manage industrial relations projects, from collective bargaining to implementing new policies or initiatives, ensuring timelines and objectives are met.
* Familiarity with HR information systems (HRIS) for managing employee data, industrial relations records, and monitoring compliance.

Experience

* 5-7 years’ experience in the industrial relations field.
* Experience negotiating with and managing relationships with trade unions.
* Experience practical experience in applying UK employment Law in a professional setting, including dealing with legal disputes and tribunals.
* Experience in developing and implementing IR policies and procedures.
* Strong communication and analytical skills.
* Capability to provide strategic advice and build IR strategies from the ground up.

**Job Holder’ signature**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of Outcomes First Group**

Name: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_