

HR Business Partner People & Culture Team Leeds University Union



Closing Date
13th April 2026



Dear candidate,

Thank you for your interest in the HR Business Partner role at Leeds University Union (LUU). I'm delighted that you're considering joining our People & Culture team at such an exciting time.

At LUU, you'll be part of an ambitious, values-driven organisation at the heart of one of the UK's most vibrant student communities. Every day, we work to ensure that our 39,000+ student members have a memorable, empowering experience during their time at Leeds – and our people are key to making that happen.

This role plays a vital part in providing strategic HR Business Partner support across LUU, acting as the trusted people partner to directorate leadership teams. While experience in Higher Education or students' unions is welcome, it's by no means essential. We're looking for someone who brings a strong track record in building high-performing teams, delivering projects, and championing inclusivity. You'll work with a wide range of colleagues across LUU – from our 350 weekly-paid student staff to our 150 career employees – so being able to adapt your approach to different audiences will be essential.

You'll be joining one of the UK's most dynamic students' unions, where our commercial outlets, student services, student-led activities and support functions are all under one roof. No two days are the same – from societies and club activities to evening events and student life unfolding in every corner of our building.

Inclusivity is one of our core values, and in this role you'll help ensure our recruitment and people practices truly reflect the communities we serve.

Working at LUU also comes with great benefits. You'll enjoy 26 days of annual leave, plus 6.5 additional closed days and the 8 statutory bank holidays. We're passionate about learning and development – it's one of our organisational KPIs – and you'll have access to our 'Love to Learn' platform with over 100 courses, alongside training and development opportunities tailored to your role.

If you're excited by the idea of making a meaningful impact, leading a talented team and helping shape an environment where people can thrive, we would love to hear from you.

Amrit Gata-Aura
Director of People & Culture

About us

Leeds University Union (LUU) is a charity that helps over 39,000 students Love their time at Leeds. Located at the heart of campus, the Union is a space to meet people, make new friends and get involved. With the student voice at the heart of every decision, we are an independent institution, here to represent students and ensure that they love their time at Leeds.

At LUU, our working culture is all about inclusivity, fun, and a focus on learning and development. With a diverse team and inclusive ethos, everyone is welcome here. We're building a learning organisation, and want every one of our staff to be invested in their own development – whether that's striving to be the best they possibly can in their current role, or taking the opportunities available to them to upskill themselves for their future.

New to Student Unions?

A students' union is an independent organisation that exists to represent students and their interests to the university, as well as on a local and national scale, giving them a voice on the things that matter to them.

LUU is a not-for-profit charity run by members (students), for members. LUU is run by six student Exec Officers who are elected each year by the members of the Union, and supported by a team of dedicated staff. Our charitable status means that every penny of profit we make goes straight back into improving things for the students.

LUU

We're led by a trustee board that includes six elected student exec officers. We are supported by over 170 permanent employees, 350 members of student staff, and hundreds of dedicated volunteers.

Our Vision is 'Together we will make sure you love your time at Leeds', guided by our values of Inclusive, Fun and Empowering our staff work towards our strategic ambitions:



About us

Fuelling your passions: Whatever it is you want to do in the future, we will help you achieve it. We're here to help you find your people, fire your passions, learn new skills, and achieve your potential.

Inspiring you to be your best self: We will help you be happy, healthy and fulfilled. We're here on the bad days, as well as the good, and we'll help you to feel good, celebrate your individuality, and be safe.

Creating a celebrated fun and lively community: We're part of a diverse community of over 39,000 students, in one of the UK's best cities. We're here to create a community you can be proud of.

Find out more about us:

[Our Strategy](#)

[Our Impact](#)

[Our Website](#)





Student Executive 2025/26

LUU is led by six full-time student Executive Officers, elected by students, our members.

- Union Affairs and Communications Officer
- Wellbeing Officer
- International and Postgraduate Officer
- Activities and Opportunities officer
- Equality and Liberation Officer
- Education Officer

As well as directing the Union's activity, the Student Exec brings the student voice to board meetings and committees, representing student interests at the highest levels of University and Union decision-making. Each Student Exec also works on their own projects as laid out in their manifestos, working to improve every area of student life.

The Exec are chosen by students to serve a year-long term in our annual campus-wide election. All of our members can vote as well as stand for one of the positions. **[Meet our 2025/26 Student Exec here.](#)**

What we do

Student Engagement

Our Student Engagement team helps make student life at Leeds supportive, exciting, and inclusive. Our Help and Support team is here for student wellbeing, while our Activities team works with 300+ clubs and societies to create a vibrant community. Our Events and Programmes team brings the fun through trips, gigs, and campus events. The teams also work on our partnership with the University and help ensure that students have a voice through campaigns and democracy work.



Enterprise

Our Enterprise team runs fun, welcoming spaces where students can relax, socialise, and make friends – from our buzzing bars to cosy cafés. Our retail team runs a range of shops offering everything from meal deals to branded hoodies. Safety is a top priority, and our award-winning team works hard to ensure every night out is safe and enjoyable. As the commercial arm of our organisation, the Enterprise team plays a key role in generating profit that's reinvested back into student life.

Strategic Support

Our Strategic Support teams work behind the scenes to keep everything running smoothly for students and staff. From Finance and HR to digital systems and governance, they provide the essential support that helps all our other teams do their best work. Whether it's managing budgets, recruiting great people, or keeping our tech up to date, Strategic Support ensures we're working efficiently and effectively.





Loving your time at Leeds

Ask anyone in LUU what the best thing about working here and they will all say the same thing, the people. Our amazing people make LUU the extraordinary place that it is. We think it is because they live and breathe our values and we recruit people who can help us enhance and enrich the culture.

Inclusive: We want LUU to be a safe space for all our people where they can be accepted as their authentic selves. Our people will be respectful of one another and embrace the differences that make up our diverse and vibrant culture. Our people will be willing to learn and grow so that collectively we can continue to develop the ways in which we make LUU better for everyone.

Fun: We want LUU to be a place where our people love what they do and find joy in their work and our culture. Our people will help to create a positive culture in which we take a balanced approach to tackling challenges and opportunities. Our people will be friendly and welcoming to all.

Empowering: We want all of our people to develop at LUU and support others in their development journey. Development in LUU is not just about growing your skills, knowledge and behaviours but it is about developing the organisation too. Our people will feel supported, valued and respected. They will have a voice and be part of building a platform for everyone to be heard. They will listen to one another and work together to build a positive culture.

That said the holidays are pretty spectacular too.

Holidays

Our annual leave entitlement for a full time member of staff is 26 days of personal leave to book throughout the year, plus 15 Bank Holidays and closed days. That's a whopping **42 days** leave in a year.

We acknowledge that our Bank holidays and leave days are designed around the Christian calendar so if you celebrate or observe other days of religious or cultural relevance then you can swap the days to work for you.

Flexible Working

We are more than happy to consider any flexible working arrangements you would like in place from day one or later down the line if your circumstances change. We already support our staff at all levels of the organisation with flexible working and some of our current arrangements include:

- Reduced working hours
- Term time only hours
- Job shares
- Compressed hours
- Fixed WFH days
- Flextime

Working location

LUU has only one physical working space, our beautiful box building at the heart of the Leeds University campus.

This role will be required to work a minimum of 3 days a week in the office, however during the probation period we would require the successful candidate to work in the office a minimum of 4 days whilst they are learning.



Inclusive Work Environment

We strive to create a welcoming environment where everyone feels like they belong and do their best work. Below are some of the facilities or products we have available to support our people at work:

- A reflection room which can be used for prayer or meditation
- Ablution facilities to support our building users in performing Wudu
- Gender Neutral, Disabled, Female and Male bathrooms
- Shower Facilities
- Lockers for staff belongings
- Staff room with a fridge, toaster, microwave and free hot and cold drinks
- Free sanitary products for anyone who menstruates
- Hotdesking with soft lighting, quiet space, natural lighting, air conditioning and sociable spaces.
- Lifts, door holdbacks and electronic door openers to support everyone to independently navigate our building.
- Extensive Wellbeing support including access to free talking therapy and a brilliant Employee Assistance programme.

Something missing from our list? Let us know and we can find a solution.

The Role

Job Title: HR Business Partner

Responsible to: Director of People & Culture

Responsible For: No direct reports initially; mentoring of other team members as required

Working Pattern: 5 days per week (36.5hrs), primarily office-based

Salary: £41,510 with further increment rises available annually

Job Purpose:

To provide strategic HR Business Partner support across Leeds University Union, acting as the trusted people partner to directorate leadership teams. This role is the first dedicated Business Partner in a newly forming model and will work closely with the Director of People & Culture to establish how great business partnering practice looks and feels at LUU.

The HR Business Partner is the expert lead on complex employee relations, providing high-quality casework support while building manager capability and confidence. Day-to-day partnership activity to support LUU's performance and overall People and Culture strategy, working alongside the Director of People & Culture to make sure teams are supported effectively.

The long-term vision is for this role to be in a partnering team, responsible for the full employee lifecycle within their areas, supported throughout the transition by the wider People & Culture team.

Duties & Responsibilities

Strategic Partnership

- Partner with directorate leadership on workforce planning and organisational design
- Provide strategic HR advice that drives people outcomes aligned to LUU's mission and values
- Build trusted relationships with senior stakeholders across LUU, prioritising partnership activity where it is most needed
- Translate people strategy into practical plans and actions
- Support the Director of People & Culture in establishing the Business Partner approach at LUU
- Work with partners at the University of Leeds and other students' unions to share learning and drive service improvement where appropriate

Policy & Governance

- Lead the review, development, and implementation of HR policies, ensuring they are current, legally compliant, and accessible
- Maintain awareness of legislative and sector developments, proactively identifying changes that require policy or practice updates
- Ensure consistent application of policy across directorates, providing clear guidance to managers and the wider People & Culture team

The Role

Organisational Change

- Support and at times lead on organisational change programmes including restructures, redundancy processes, and role redesign
- Provide expert HR advice on change management, ensuring processes are fair, legally compliant, and handled with care
- Contribute to workforce planning that anticipates future organisational needs and mitigates people risk

Working with Others

- Build effective working relationships across LUU, ensuring managers receive accurate, timely, and compliant advice on people matters
- Collaborate with the HR Manager and wider People & Culture team to ensure consistent and joined-up delivery across casework, systems, and engagement activity
- Work closely with the Director of People & Culture and HR Manager on the ongoing development and improvement of people reporting, including pulse survey analysis and managers performance data
- Support the HR Manager in ensuring HR processes and data are maintained to a high standard, feeding insight back into strategic planning
- Contribute to a culture of continuous improvement across the People & Culture team, sharing learning from casework and manager interactions to inform policy and practice
- Where relevant, liaise with trade union representatives and staff-side bodies in a constructive and professional manner, supporting positive employee relations at an organisational level

Employee Relations & Case Management

- Lead all complex ER cases including grievances, disciplinaries, investigations, capability, and dismissals
- Provide expert advice on employment law and organisational policy
- Manage tribunal risk and prepare cases for legal review where needed
- Handle sensitive and confidential matters with appropriate discretion
- Mentor other team members as required, building ER capability across the People & Culture team
- Develop ER strategies that reduce repeat issues and strengthen manager confidence

Managing, Coaching & Capability

- Coach managers to handle people issues effectively and with growing confidence
- Build manager capability in absence management, performance, and engagement
- Contribute to and support delivery of LUU's Manager Development Programme
- Provide real-time support on people matters, working alongside the Director where appropriate

The Role

People Systems & Data

- Contribute to LUU's HRIS transformation project
- Take shared responsibility with the Director of People & Culture and HR Manager for the ongoing delivery, analysis, and continuous improvement of LUU's pulse survey programme
- Take shared responsibility for the development, reporting, and improvement of managers performance data, ensuring it is accurate, meaningful, and actionable
- Use people data to identify trends, surface issues early, and inform strategic recommendations
- Support development of people and engagement KPIs that give leaders meaningful insight at team, directorate, and board level
- Contribute to improving the quality and consistency of people reporting across the organisation

Culture & Inclusion

- Champion LUU's values and contribute to a positive, inclusive working culture
- Support Investors in Diversity (iD) Gold accreditation work using the FREDIE framework
- Act as a credible and visible people partner across the organisation

Personal Effectiveness

- Maintain up-to-date knowledge of employment law and HR best practice
- Develop personal capability through continuous professional development
- Contribute to a collaborative and high-performing People & Culture team

General

- Support organisation-wide projects and initiatives as required by the Director of People & Culture
- Represent the People & Culture function at meetings and committees as appropriate
- Undertake any other duties commensurate with the role and grade



Person Specification

QUALIFICATIONS and EXPERIENCE

- CIPD Level 5 minimum
- HR generalist experience including ownership of complex ER casework
- Proven track record managing grievances, disciplinaries, investigations, and capability processes end to end
- Experience in a senior HR role with a strategic element, ready to step into business partnering
- Experience advising and coaching managers on people management, policy, and process
- Experience supporting or leading organisational change, restructure, or redundancy processes
- Experience reviewing and developing HR policies in line with employment law and best practice
- Experience with HRIS implementation or systems transformation (desirable)
- Experience working with trade unions or staff-side representatives (desirable)
- Committed to CPD

KNOWLEDGE, SKILLS and ABILITIES

- Strong employment law knowledge and the practical ability to apply it in complex situations – able to manage caseload to deadlines
- Excellent coaching and influencing skills, able to shift thinking and build confidence without direct authority
- Able to build trusted relationships quickly across diverse stakeholder groups
- Comfortable reporting directly into Senior Leadership
- Comfortable working in a complex environment with multiple priorities and competing demands
- Able to use people data and insight to inform recommendations and identify trends
- Strong written and verbal communication skills; able to adapt approach for different audiences
- Able to coordinate projects and deliver to deadlines
- Good IT skills including Microsoft Office and HR systems

VALUES and BEHAVIOURS

- Committed to LUU's vision and values: Inclusive, Fun, and Empowering
- Understands and takes ownership of their contribution to organisational performance, able to connect people activity to broader outcomes and hold themselves and others accountable for impact
- A relationship builder who is culture-additive
- Motivated by mission and impact, as well as process
- Able to establish rapport with others quickly and effectively
- Approaches complexity with calm and curiosity rather than avoidance

General Information

The Application Process

We have partnered with Atkinson HR to deliver a fair, inclusive, and structured recruitment processes that give candidates a clear sense of what to expect at each stage.

You will be provided more details in preparation for the next stage. Here is an outline of what to expect.

Step 1: Application

Start with a simple application form hosted on Atkinson's online portal, Hireful. You will be asked to complete an online application form which includes 2-3 tailored questions, designed to help you demonstrate your experience, motivation, and alignment with the organisation's values. In addition to this, you will also be asked to upload your most recent CV.

We've created some guidance on standing out in the application process [here](#)

Step 2: Interview

Step 2: Longlist / First Stage Interviews
Interviews are conducted in person and give us a chance to explore your application in more detail - particularly your experience, motivation, and alignment with the organisation's goals. Themes and topics of interview questions are shared with you prior to your interview.

The interview process may also include a task, presentation, or scenario-based questions to explore your suitability in more depth. You'll also have the chance to meet key individuals and get a feel for the culture of the organisation.

Using AI To Help With Your Application

We get it - writing application letters and answering questions takes time, and it's sometimes hard to find inspiration and know where to start. We therefore recognise that some candidates might use AI (such as Chat GPT) to help them write their application.

This can lead to some challenges that might impact your application. So, we've put together some tips to help you avoid some of the common pitfalls. You can read them [here](#).

Imposter Syndrome

Impostor Syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative, or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect marginalised groups.

If you recognise feelings of imposter syndrome when applying for a senior role, you'll find some useful tips to help overcome it [here](#)

How To Apply



Closing Date:

Monday 13th April 2026, 9.00am

Interview (in-person):

27th April

Please ensure you have read the full Recruitment Pack before applying.

Step 1 >>> To apply, please submit your CV and complete the application form where you can answer the following questions:

- a) Why are you interested in applying and how do you feel your personal values align with the organisation?
- b) What are the key achievements and outcomes within your career that make you a strong candidate for the role?
- c) How would you build trusted relationships with senior leaders and establish yourself as an effective HR Business Partner at LUU?

Please respond to each of the questions with a maximum of 400 words per answer. You may wish to prepare your answers in advance in a separate document, to avoid losing your responses before you submit them in the form.

CLICK HERE TO APPLY

AtkinsonHR

For an informal and private conversation about the role or if you would like this recruitment pack in a different format, please contact our partners, Atkinson HR via sannah@atkinsonhrconsulting.co.uk



**Leeds
University
Union**

