

J o b D e s c r i p t i o n

Position:	HR Advisor – Employee Relations
School / Service:	Human Resources
Reference:	0265-26
Status:	Fixed Term (12 months)
Grade:	Grade 6
Hours:	Full time (36.25)
Reporting to:	HR Operations Manager

Main Function of the Position:

To provide professional, proactive and pragmatic employee relations advice and support to managers across the University, ensuring that people matters are managed fairly, consistently and in accordance with employment legislation, University policies and best practice

To manage a varied employee relations caseload including disciplinary, grievance, sickness absence, capability, performance, dignity at work, probation, flexible working and organisational change matters, supporting managers to achieve effective and timely outcomes

To contribute to the development of positive employee relations, workforce wellbeing and people management capability through coaching, training and continuous improvement initiatives.

Principal Duties and Responsibilities:

1. To work closely with HR Business Partners, HR Operations Manager, and Head of HR & Culture to ensure that employee relations matters are progressed in line with policy, procedure and ACAS guidelines. This includes but is not limited to Disciplinary; Grievance; Sickness Absence; Capability; Probation; Performance Management; Flexible Working; Dignity at Work; Investigations; Appeal
2. Provide professional HR advice and guidance to managers on all employee relations matters
3. Develop and advise on pragmatic approaches to handling employee relations matters, and complex cases
4. Support preparation for Tribunal, including preliminary hearings; witness statements; and bundle preparation support; liaising with external legal advisors as necessary
5. Coach and support managers throughout formal HR processes to ensure consistency, fairness and legal compliance

6. Attend formal meetings to provide procedural advice and guidance, and compile accurate and comprehensive summary notes
7. Draft correspondence including investigation invitations, outcome letters, warnings and appeal documentation
8. Support managers in resolving workplace conflict through informal resolution and mediation where appropriate
9. Advise on employment legislation and ensure HR policies are applied consistently
10. Work closely with HR Business Partners on complex or high-risk employee relations matters
11. Provide advice on organisational change including restructures, redeployment, redundancy and TUPE where appropriate
12. Analyse employee relations trends and management information, identifying themes and recommending improvements
13. Where required support training delivery in relation to relevant employee relations policies and processes
14. Undertake job evaluation assessments for new and existing roles, applying the organisation's approved job evaluation methodology (HERA) to determine appropriate grading.
15. Take a lead in reviewing and developing HR policies and procedures to ensure legislative compliance and best practice
16. Support the implementation of HR projects and organisational change initiatives
17. Develop guidance notes, toolkits and manager resources
18. Work collaboratively with trade union representatives and employee representatives where appropriate
19. Maintain accurate records on the HR system and ensure confidentiality of employee information
20. Contribute to continuous improvement of HR processes and employee experience
21. Undertake CPD to maintain current knowledge of employment legislation and HR best practice
22. Carry out any other duties commensurate with the grade of the post
23. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times

24. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
25. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted jointly by the relevant manager in consultation with the position holder.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Person Specification

Position: HR Advisor – Employee Relations		Reference: 0265-26	
School/Service: Human Resources		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a) GCSE – Grade A-C minimum or equivalent standard of education in English Language and Mathematics		Priority 1	Application/Documentation
1 b) Relevant HR qualifications/professional membership of the CIPD		Priority 1	Application/Documentation
1 c) A first degree or relevant equivalent qualification		Priority 1	Application / Documentation
2 Skills / Knowledge			
2 a) Comprehensive knowledge of UK employment law		Priority 1	Application/Interview
2 b) Enthusiastic and motivated to deliver effectively and efficiently		Priority 1	Application/Interview
2 c) Able to think creatively and use initiative to proactively address employee relations challenges		Priority 1	Application/Interview
2 d) Excellent understanding of employee relations policies and procedures		Priority 1	Application/Interview
2 e) Experience of advising managers on complex HR matters.		Priority 1	Application/ Interview
2 f) Ability to interpret legislation and apply policy pragmatically		Priority 1	Application/ Interview
2 g) Strong report writing and letter drafting skills		Priority 1	Application/Interview
2 h) Excellent influencing and coaching skills		Priority 1	Application/Interview Assessment
2 i) Strong negotiation and conflict resolution skills		Priority 1	Application/Interview Assessment
2 j) Excellent organisational skills with the ability to manage competing priorities.		Priority 1	Application/Interview Assessment
2 k) Ability to handle sensitive and confidential matters.		Priority 1	Application/Interview Assessment

2 l)	Knowledge of equality, diversity and inclusion legislation.	Priority 1	Application/Interview
2 m)	Excellent verbal and written communication skills to include the ability to prepare HR communications appropriate to the audience	Priority 1	Application/Interview
2 n)	Strong ICT skills including competence in Microsoft Office packages	Priority 2	Application/Interview
2 o)	An understanding of the Higher Education (HE) sector	Priority 2	Application/Interview
2 p)	Experience of organisational change.	Priority 2	Application/Interview Assessment
2 q)	Experience of working with recognised trade unions.	Priority 2	Application/Interview Assessment
2 r)	Experience using iTrent.	Priority 2	Application/Interview Assessment
3	Experience		
3 a)	Significant experience of managing a broad employee relations caseload.	Priority 1	Application/Interview
3 b)	Experience of advising managers on disciplinary, grievance and capability procedures	Priority 1	Application /Interview
3 c)	Experience conducting or supporting workplace investigations	Priority 1	Application /Interview
3 d)	Experience of working as a HR generalist or specialist with a good understanding of HR policies and procedures	Priority 1	Application /Interview
3 e)	Experience interpreting employment legislation	Priority 1	Application /Interview
3 f)	Experience drafting complex HR correspondence	Priority 1	Application /Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service/key stakeholder environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Adaptable to changing circumstances in the work routine	Priority 1	Interview
4 d)	Able to work effectively as a member of a team and use initiative to meet goals	Priority 1	Interview

4 e)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Interview
4 f)	Able to work flexibly to meet the requirements of the post, particularly with specific recruitment events and during peak periods (evening and weekend work will be necessary)	Priority 1	Interview
4 g)	Resilient and able to remain calm under pressure	Priority 1	Interview
4 h)	Sound judgement and professional credibility	Priority 1	Interview
4 i)	Solutions-focused approach, able to balance risk	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Working knowledge of and commitment to the principles of and the compliance requirements relating to the Data Protection Act, Freedom of Information Act, Bribery Act, Prevent, UK Visas and Immigration and equal opportunities and diversity.	Priority 1	Interview
5 c)	Commitment to the University's policies on equal opportunities and diversity; and on freedom of speech (within the law)	Priority 1	Interview
5 d)	Available to work flexibly and remotely and to travel as appropriate in order to meet the needs of the service.	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional registration/accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required