**JOB DESCRIPTION**

**Ref: 0401-24**

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| **Job Title:** Employee Relations Advisor | **Present Grade:** Grade 6 |
| **Department/College:** People & Organisational Effectiveness |
| **Directly responsible to:** Assistant HR Business Partner |
| **Supervisory responsibility for:** N/a |
| **Other contacts**  |
| **Internal:** HR Leadership Team, HR Partners, Organisational Developers and other HR colleagues, Faculty and Divisional Management Teams and Faculty Resourcing Managers, Trade Union representatives |
| **External:**  Professional and sector networks, external legal advisors |
| **Overall Purpose:**Support the Head and Assistant HR Business Partner in the delivery of an efficient and effective casework and advisory service to departments and faculties within the University by providing first line contact on all Employee Relations issues. Provide project support for Organisational Change projects such as restructures/redundancies and consultations. **Major Duties:****Casework and advice*** Work within the newly formed Employee Relations and Organisational Change team to deliver quality professional advice and informal/formal casework solutions meeting regulatory and statutory requirements enabling effective management and facilitation of complex, sensitive, high risk or problematic Employee Relations issues.
* Act as first point of contact for advice on day-to-day casework from HR representatives/ managers, escalating to the Assistant HR Business Partner or Head as and when appropriate.
* Ensure the smooth and timely progression of cases from investigation and/or informal stage through the formal stages, including hearings and appeals
* Draft and/or review correspondence and other documentation in connection with casework; check papers prepared for investigations and internal hearings by others.
* Coach and advise managers on complex ER cases up to and including final written warning.
* Work in collaboration with the HR Business Partnering Team in providing case management support and ensuring co-ordination, communication and a seamless transition between the two teams.
* Provide advice on sensitive employee situations, such as policy interpretation, conflict resolution, performance management and disciplinary actions, including final written warnings, and other issues presenting risk to the organisation.
* Action a diverse portfolio of ER advice and ER casework from Academic and Professional Services areas. Cases will include (but be not limited to) disciplinary, conduct, capability (sickness and performance), harassment, grievance.
* Manage and oversee sickness absence casework which arises as a result of/during an existing formal process.
* Support coaching/training to managers on an on-going basis to undertake formal investigations and hearings.
* Provide administrative and secretarial support as required; take notes or supervise the production of the notes by the HR Assistant or another colleague.

**Organisational Change** * Co-ordinate the project management of organisational change projects/restructures/redundancy/redeployment, with responsibility creating paperwork, project plans tracking and managing timeframes and interfaces, ensuring high standards of paper works (HR1s, Redundancy costings and EIA) with University committees (UPRG, CCM etc).

**Policy, legal, and compliance*** Deliver employment and equalities law advice as required.
* Maintain a strong working knowledge of contractual terms and other related HR policies
* Contribute to the review and development of policies and procedures in accordance with the Policy Development Framework and within the legal framework of employment legislation.

**Management, liaison and networking*** Support the Assistant HR Business Partner through providing, training and development to the HR Assistant as required.
* Assist with training HR colleagues, managers and other stakeholders on new ER policies and procedures to ensure effective implementation.
* Informal and formal liaison with the Trade Unions.

**Systems and data*** Utilise systems used to coordinate advice and guidance and manage casework and the reporting of the activities.
* Interpret and convey management information from HR Systems team to Faculties/Services in a timely and accurate way.
* Ultise data led insights to monitor, understand and improve the ER service and customer experience.
* Produce MI and respond to FOI requests within the required timeframe.

**Other*** Support the Director of Human Resources & OD, Assistant Directors or HR Partners with the delivery of ER and Organisational Change Projects identified from the People and Culture Plan.
* Maintain an up to date knowledge of current Employment and case law, best practice and relevant policies to inform advice and guidance.
* Through action and example, demonstrate commitment to the University’s values.
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