

JOB DESCRIPTION
HR Advisor
Vacancy Ref: N1455

Job Title:	HR Advisor	Grade:	Grade 5
Division:	Human Resources		
Directly responsible to:	Senior HR Advisor		
Supervisory responsibility for:	Supervisory responsibility for HR Assistant		
Other contacts			
Internal: HR Team, Faculty and Divisional Management Teams. Divisional Admin Officers			
External: University Networks, Occupational Health, ACAS, Legal Advisors			
Job Purpose:			
The HR Advisor will support the HR Partner in the delivery of an efficient and effective HR support and advisory service to departments and faculties within the University by providing first line contact on all people related issues consistent with internal processes and legal requirements.			
Key Responsibilities and duties			
<div><div>1.</div><div>To provide first line generalist HR advice and support on terms and conditions of employment and HR policies and procedures, with a view to resolving matters on advice.</div></div> <div><div>2.</div><div>Maintain team systems and processes such as recruitment, fixed term contracts, redundancy, redeployment register and case management, liaising with departments to ensure that paperwork is completed and returned, and provide advice on those processes as required.</div></div> <div><div>3.</div><div>Arrange and attend informal/formal meetings and hearings with the HR Partners, ensuring that all paperwork work is accurate. Take notes at meetings as required.</div></div> <div><div>4.</div><div>Provide advice and guidance on occupational health referrals, absence management issues and return to work cases to managers.</div></div> <div><div>5.</div><div>Support the University’s job evaluation scheme including carrying out evaluations as necessary.</div></div> <div><div>6.</div><div>To provide HR and admin support to internal and external investigating officers in the management of casework; specifically investigations into conduct, capability and grievance matters.</div></div> <div><div>7.</div><div>Commission, interpret and convey management information from HR systems/HR Systems team to Faculties/Services in a timely and accurate way.</div></div> <div><div>8.</div><div>In liaison with the HR colleagues, provide advice and guidance on job design, recruitment, on-boarding, restructuring and redeployment processes, advising on best practice, university procedures and appropriate legislation.</div></div> <div><div>9.</div><div>To support the HR Partners with admin support on organisational change including; restructures/redundancy/redeployment activity within departments as required.</div></div> <div><div>10.</div><div>Provide admin support to the HR Partners and Assistant Directors as required, and attend Departmental/Faculty meetings as required.</div></div> <div><div>11.</div><div>To contribute to the review and development of HR policies and procedures in accordance with the Policy Development Framework and within the legal framework of employment legislation.</div></div>			