JOB DESCRIPTION
HR Advisor, People and Organisational Effectiveness
Vacancy Ref: N2572

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>HR Advisor</th>
<th>Grade: Career Grade 5-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>People and Organisational Effectiveness</td>
<td></td>
</tr>
<tr>
<td>Directly responsible to:</td>
<td>HR Partner</td>
<td></td>
</tr>
<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Other contacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal:</td>
<td>People and Organisational Effectiveness Team, Faculty and Divisional Management Teams, Divisional Officers</td>
<td></td>
</tr>
<tr>
<td>External:</td>
<td>University Networks, Occupational Health, ACAS, Legal Advisors</td>
<td></td>
</tr>
</tbody>
</table>

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 (Grade 5)

1. 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.

2. 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.

3. 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.

4. Provide advice and guidance on occupational health referrals, absence management issues and return to work cases to managers.

5. Support the University’s job evaluation scheme including carrying out evaluations as necessary.

6. 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.

7. Commission, interpret and convey management information from HR systems/HR Systems team to Faculties/Services in a timely and accurate way.

8. Inliaison 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.

9. To support the HR Partners with admin support on organisational change including; restructures/redundancy/redeployment activity within departments as required.

10. Provide admin support to the HR Partners as required, and attend Departmental/Faculty meetings as required.
11. To contribute to the review and development of People and Organisational Effectiveness policies and procedures in accordance with the Policy Development Framework and within the legal framework of employment legislation

**Additional key Responsibilities and duties (Grade 6)**

12. Lead on the management of complex employee relations cases (under the guidance of the HR Partner) providing independent HR advice and support which include; disciplinary, grievance, bullying and harassment and sickness absence cases. Including informal and formal liaison with the Trade Unions.

13. Attend and provide independent advice at investigations, hearing and appeal panels as the HR Advisor on single issues cases and either take the notes or supervise the production of the notes by a HR Assistant or another colleague.

14. To provide advice and support (under the direction of the HR Partner) on departmental restructurings, including undertaking formal consultation with staff and trade unions and providing advice on redeployment and redundancy issues. Ensure that all relevant paperwork is completed and returned in accordance with our policies and guidelines and within the legal framework of employment legislation.

15. To review and develop independently, as appropriate, People and Organisational Effectiveness policies and procedures in accordance with the Policy Development Framework and within the legal framework of employment legislation and to play a role in the negotiation and/or consultation process with the Trade Unions and other stakeholders.

16. On behalf of the HR Partner attend Departmental Committees and meetings to provide HR advice and support, ensuring that any follow up actions are delivered and implemented.

17. Provide support and guidance, including the professional supervision of tasks and activities (as appropriate), that are being undertaken by other HR Advisors/Assistants.

18. To prepare reports, analyze statistical information on a range of HR metrics/data in a timely and accurate manner for a range of Committees and meetings as directed by the Assistant Directors/Director of Human Resources & OD.

19. To work with the HR Partner and other HR colleagues to identify and implement service improvements to HR processes and procedures as required. This may also take the form of internal secondments into other People and Organisational Effectiveness roles, job rotation or being assigned to a project team.

20. To support the Director of Human Resources & OD, Assistant Directors or HR Partners with the delivery of HR Projects identified from the People Strategy.

21. To provide cover for the HR Partner during short periods of absence as required.

**Criteria to pass through the gateway**

1. CIPD qualified at level 7 and either has or demonstrates a plan to work towards Chartered Membership of the CIPD.
2. A minimum of 12 months in Grade 5 role.
3. Evidence of researching and supporting the development of People and Organisational Effectiveness Policies and Procedures in accordance with the Policy Development Framework.
4. Evidence of working in autonomous manner (including independent decision making) on a range of employee relations cases including; discipline, grievance, bullying and harassment, sickness absence and restructuring activity over a sustained period of time.
5. Evidence of supporting HR Projects and initiatives within the Division.
6. Feedback from the Faculty/Department of sustained performance.
7. Evidence of continuous professional development.
8. Experience of shadowing/undertaking duties in other HR specialist areas, ie, reward, OD, recruitment or E&D.

**How it will be assessed**
1. Assessment will be made via the annual PDR Process.
2. The HR Partner (in conjunction with the HR Advisor) will determine the timing of the submission based on meeting the criteria.
3. The HR Advisor will provide written evidence to support their application as part of the PDR process. This will include evidence of CPD.
4. The HR Partner will assess the strength of the application based on the criteria above and will seek any additional information as required, i.e., support from the faculty.
5. The HR Partner will make a recommendation to the Director of Human Resources and Organisational Development.
6. The Director of Human Resources & OD will consider the case in accordance with the needs of the Division and available allocated funds.

**Principles**

1. The contract of employment will specify which grade the individual is employed on.
2. There is no automatic right to pass through the gateway from grade 5 to grade 6 this will be assessed on an individual basis and in accordance with the resource profile of the People and Organisational Effectiveness Division.
3. If an individual progresses to the next grade, a revised contract of employment will be issued.
4. There will be an expectation that there has been excellent and sustained job performance in the previous 12 months before an application is considered.
5. Progression to grade 6 will be at the minimum of the grade.
6. Vacant posts will be either allocated to a particular grade or advertised as a career-graded post, dependent upon the requirements of the People and Organisational Effectiveness Division at the time of the vacancy.