

Service: HR Services (<http://www.exeter.ac.uk/staff/employment/abouthr/>)

Post: HR Advisor (P47907)

Grade: E

Reporting To: HR Business Partner

Job Description

Main purpose of the job:

This role will provide first level professional support and advice to managers and staff across the college and University on day to day HR issues.

Main duties and accountabilities:

- Advising managers, including Heads of Discipline or Service, where appropriate, to ensure they are fully apprised of HR implications of issues before key decisions are made and communicated.
- Developing effective approaches in conjunction with managers to deal with complex staffing issues in individual teams or on a service or college -wide basis.
- Providing advice to managers and individual members of staff on matters relating to terms and conditions of employment – for example maternity and paternity schemes, annual leave, sickness.
- Working with colleagues across HR to ensure effective management of key HR processes including probation reviews, reviews of fixed term contracts, following up on right to work checks, management of employee absence, including referral of employees to the Occupational Health Service.
- Working with the HR Business Partner to ensure all contractual correspondence is accurate and issued in a timely manner. This will include the recruitment of new staff, as well as drafting and issuing other correspondence to employees such as extensions to existing contracts, amendments to working patterns, responses to flexible working requests, etc.
- Collating and running a suite of management information reports from the University's Trent HR system on a regular basis, following up as necessary with individual services / colleges to ensure key issues are appropriately auctioned and outstanding queries resolved.
- Developing relationships with and providing support, guidance and 1:1 coaching to line managers on handling a broad range of employee issues such as sickness absence; performance management and restructuring issues and disciplinary / conduct issues, seeking advice and guidance as appropriate from more experienced members of the HR Team.
- Advising and supporting investigations, which can include supporting the logistics of an investigation (eg. note taking and room bookings), acting as investigating officer under the provisions set out in the University's Ordinances and advising at hearings constituted under University procedures.
- Performing grade-evaluations of posts using the HERA toolkit, presenting the analysis to Grading panels as required
- Working closely with colleagues to ensure consistency of practice in HR procedures and provision of advice to individual services / colleges.
- Contributing to projects within the HR department to improve existing practices and procedures, researching best practice as required and working collaboratively with colleagues from different HR teams.
- Keeping up to date with developments in employment law and practice and sharing knowledge and experience with other team members and internal customers as required.
- Assisting with research and preparation of training materials for courses/workshops as requested by HR colleagues.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the postholder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	CIPD qualification (or equivalent work-related experience).	A first degree or equivalent level of qualification.
Skills and Understanding	<p>Up-to-date knowledge and understanding of employment legislation and case law.</p> <p>Proven skills in the use of IT for producing management information (spreadsheets and database reports) and general office use (email, reports, letters).</p> <p>High quality communication skills both orally and written.</p> <p>Excellent interpersonal skills; ability to quickly establish and maintain good working relationships at all levels.</p> <p>A proven ability to plan, prioritise and organise own work effectively in a busy environment.</p>	Knowledge of HR information systems, ideally Midland Trent.
Prior Experience	<p>Proven, recent experience of working in a generalist HR role (to include advising on disciplinary, grievance, performance issues etc) in a complex organisation.</p> <p>Experience of recruitment and selection.</p>	<p>Knowledge of the Higher Education sector.</p> <p>Experience of working in a science related discipline and / or college setting.</p> <p>Knowledge of job evaluation schemes.</p>
Behavioural Characteristics	<p>The ability to work effectively with others in a team environment.</p> <p>The ability to act with diplomacy in sensitive situations and maintain confidentiality.</p> <p>An eye for detail and a thorough approach to work.</p> <p>Resilient and able to work well under pressure.</p>	

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Imelda Rogers, Senior HRBP, telephone (01392) 726517 or email i.rogers@exeter.ac.uk.

Additional Information Relating to the Post

Salary

Salary will be circa £25,513 - £28,695 per annum on Grade E subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: www.ukba.homeoffice.gov.uk.

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at www.uss.co.uk. **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information. Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **17 June 2015**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.