University of Edinburgh

Job Description – HR/SG/003

1. JOB DETAILS
Job title: Assistant HR Advisor  
School/Support Department: Information Services (IS)  
Unit (if applicable): HR Department  
Line manager: HR Advisor & Head of HR for Information Services

2. JOB PURPOSE
To provide a customer-focused and professionally robust HR service to managers and staff on a range of HR matters and a professional and administrative support to the HR Manager/HR Advisor to ensure that the service meets the needs of the business.

3. MAIN RESPONSIBILITIES

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- Provide professional advice in relation to a range of HR policy, procedure and practice to staff and managers across IS to ensure that access to timely and accurate information and advice in line with employment best practice and University policies and procedures.  
- Provide advice and support to managers and supervisors on individual HR issues which arise (grievance, discipline, sickness absence, etc) including making recommendations to the HR Advisor that, where appropriate, legal advice is sought and acted upon.  
- Provide, maintain and analyse management information, statistical data and web information to support the on-going management of HR issues within IS.  
- Support the HR Advisor in monitoring the effectiveness of HR strategy, policies and procedures within IS and identifying ways in which improvement can be made, in partnership with the Corporate HR team  
- Workload permitting, there may be opportunities to contribute to the HR service across the University working with HR colleagues in Corporate HR and other devolved HR teams, through contributing to policy and process development and cover for colleagues as required.

4. PLANNING AND ORGANISING
Self generated departmental work based on workplans and individual HR issues as they arise. Strategic direction, support and guidance where required is given by the Head, HR for Information Services.

5. PROBLEM SOLVING
Problems will vary in size and complexity and will be solved, most generally, through discussion, direction and advice on suitable solutions. The majority of problems should be able to be solved by the postholder through prior knowledge and understanding or, where appropriate, after discussion with and reference to the HR Advisor for IS.

Example - Advising managers on how to deal with a member of staff whose sickness absence record is giving cause for concern. Guiding managers through difficult and sensitive meetings to achieve an acceptable end result.

Example – Interpreting HR policies and procedures for managers to ensure consistent and fair application.

6. DECISION MAKING
Typical decisions may include:
- Operational and organisational decisions regarding the HR for Information Services Office  
- Provision of HR advice and guidance to managers on a range of issues, e.g, capability, disciplinary or absence related issues to enable them to identify appropriate outcomes

The postholder will have a degree of independence in these decision making areas but will, where required, seek guidance of Head of HR for Information Services, ensuring he/she is kept informed of decisions made and advice offered.
7. KEY CONTACTS/RELATIONSHIPS
• Advise all staff managers and executive in IS on all matters relating to employment.
• Maintain and promote constructive working relationships with TU reps.
• Participate fully in the work and activities of the HR community.
• Collaborate with the University’s legal advisers.
• Keep in regular contact with other HR professionals both in HE and elsewhere to maintain links and share information on best practice.

8. KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED FOR THE JOB
• Be educated to degree level or equivalent or have appropriate relevant experience
• Be a member of the CIPD
• Have a minimum of 3 years relevant experience of HR within a busy and diverse workplace with a range of staff groups
• Have experience of developing policies, systems and procedures both computerised and manual.
• Be computer literate, particularly in the use of HRM packages and Microsoft office products.
• Demonstrate strong interpersonal, communication and influencing skills and the ability to express complex arrangements with clarity.

9. DIMENSIONS

Report directly to the Head of HR for information Services.

10. JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION
Information services comprises of the Library, EUCS, MALTS, Edina and DCC. The staff group are predominantly academic-related and staff are spread throughout the estate from George Square to KB (in the main) but also in New College, Holyrood, Western General, Easter Bush and the new Royal Infirmary.

A large number of staff have highly complex and technical jobs and understanding the range of activities throughout IS is not an easy task.