University of Edinburgh
Job Description Template

1. Job Details

Job title: Assistant Human Resources Advisor

School/Support Department: CHSS Human Resources

Unit (if applicable): Human Resources

Line manager: College Human Resources Advisor

2. Job Purpose

As a professional member of the College HR team to provide advice, expertise and guidance in relation to HR matters to staff and managers across the College. To provide high level administrative and casework support to the HR Manager and HR Advisor. To be responsible for managing appointments processes for the College to ensure compliance with University regulations and to manage the College Training and Development budget. Provide support to College HRM and HRA in the organisation, management and operation of the College HR Team, on College wide projects and initiatives including re-organisations, process reviews, development of workshops etc.

3. Main Responsibilities

1. Ensure that all staff have access to timely and accurate information and advice in line with employment best practice and University policies and procedures. Keep up to date with professional developments, including changes in best practice, new legislation and case law. Provide highest possible quality of service to all recipients and ensure that the communication strategy of the office encourages a clear, customer-focussed approach.

2. Participate in the grading of new posts submitted by line managers, provide comparator job descriptions and advice and guidance on preparation and layout of job descriptions to ensure that new all new posts have accurate and detailed job descriptions and that grading decisions are consistent, fair and in accordance with University policy. Manage recruitment processes for all vacancies in the College, ensuring timescales are met and guidelines are complied with. Processing of all academic adverts.

3. Manage clerical members of staff responsible for processes within the team, including responsibility for prioritisation of work, on-the-job training, motivation, appraisal, performance management and development, to ensure that the roles are carried out effectively and the job-holders are able to develop in their roles. Support the team to ensure that they are capable of meeting needs, in line with College goals.
4. Organise and conduct the annual academic promotions process within the College including providing advice and guidance to managers and applicants on preparation of applications, preparing committee agendas and action notes and drafting correspondence regarding outcomes to go to applicants, all to ensure that University processes are complied with and the process runs smoothly (Professorial Review, Academic promotions).

5. Participate in the management of promotions processes for technical, academic related, manual and clerical staff, including the co-ordination of the College discretionary points panel, providing advice and guidance to managers and staff on applications procedures, drafting correspondence to communicate outcomes to applicants, all to ensure that University processes are complied with and outcomes are communicated in a professional and timely manner.

6. Take responsibility for and manage the identification and co-ordination of training and development needs for the College – liaising with Corporate HR/Staff Development but primarily arranging workshops and training courses as appropriate for the College. This includes responding to demand, anticipating needs, taking action accordingly and negotiating with external providers as required.

7. Manage the Disclosure Scotland processes for the College – initiating the procedure and ensuring its smooth operation, training colleagues within the HR team and providing guidance and support to the Schools on the implications and significance of the policy. Assess Freedom of Information requests within the College HR Office and implement action as required.

8. Oversee Honoraria payments for the College. Co-ordinate the correspondence and relevant information for members of staff who are due to retire.

9. Provide, maintain and analyse management information and statistical data to support the on-going management of HR issues within the College – review procedures and initiate change or development as required to meet changing circumstances and demand - for example, advertising expenditure, relocation/interview expenses, staff development budgets.

10. Monitor the PDR programme for all new AT2 staff within the College to ensure all new lecturers have a named mentor and reviewer and that the individuals undertaking these roles understand their responsibilities.

4. Planning and Organising
Work is generated from postal/telephone/e-mail queries from managers and staff across the College and from external contacts direct to the job-holder. Work may be allocated by the HRM/HRA. The job requires the job-holder to manage the day to day workload and allocate time into the work schedule for on-going activities and project work as well as requiring advance planning (3 to 6 months ahead) for academic and other promotions processes. Managing competing priorities against tight deadlines. Work can be provisionally planned but the unpredictable nature of the work requires the post-holder to continually re-assess and re-prioritise the workload.
5. Problem Solving
Both routine and more complex staff issues, such as performance management, which involve consideration of statutory requirements and University policy and business needs.

6. Decision Making
Independently: straightforward job grading decisions, responding to queries on HR policy and procedure, responding to issues relating to recruitment, Disclosure and FOI queries.
In collaboration with others: complex job grading decisions, complex HR queries, funding queries
Referred to line manager: complex HR queries

7. Key Contacts/Relationships
Staff and managers across the College, particularly School Administrators, School Secretaries and Head of College for Academic recruitment adverts, Heads of School, College Registrar, Deputy College Registrar, College Finance, Corporate Finance, College Resources Team. Disclosure Scotland. External providers for Staff Development and Training. Corporate HR colleagues.

8. Knowledge, Skills and Experience Needed for the Job
Educated to degree level; be keen to study for a higher qualification in HR or have already commenced studies (commenced in September 2005); familiarity with University HR policies and procedures; 4 years experience of supervision/management of staff and of leading a team; experience in an HR support role, including the provision of direct advice and guidance on HR policies, practice and procedures to line managers; good knowledge and competent use of Microsoft including Word, Excel, Outlook and FrontPage; analytical skills; written skills; interpersonal and organisational skills; ability to plan, prioritise and delegate; professionalism and discretion; ability to communicate effectively at all levels, both in writing and orally.

9. Dimensions
The job-holder is expected to provide the routine professional HR advice and guidance and the services detailed here to the College's c1,300 staff (comprising 10 Schools and a College Office) ranging from Clerical to Academic grades. The job-holder has full management responsibility for 3 staff, 2 CN3 members of staff and 1 CN2 member of staff.

10. Job Context and any other relevant information

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