1. **Job Details**
   Job title: HR Advisor (Asst – Part-time)
   School/Support Department: College of Medicine and Veterinary Medicine
   Unit (if applicable): HR
   Line manager: College HR Manager

2. **Job Purpose**
   As a professional member of the College HR team to provide advice, expertise, guidance and support in HR matters to managers and staff across the College. To contribute to the delivery of University and College wide projects and initiatives.

3. **Main Responsibilities**

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<th>Approx. % of time</th>
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<tr>
<td>1. Provide professional advice, expertise, guidance and support to managers and staff across the College on all aspects of HR to ensure they have timely and accurate information in line with employment law, best practice and University policies and procedures.</td>
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<td>2. Provide support and advice to managers within the College on individual employee casework (recruitment, grievance, performance and absence management, conduct, redundancy, voluntary severance, redeployment, equality &amp; diversity etc.), to ensure cases are dealt with in a timely fashion and in accordance with current legislation and best practice and that good employee and/or Trade Union relations are maintained.</td>
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<td>3. Develop and deliver staff and management development activities in consultation with College managers and the HRM. Where appropriate, identify and recommend external providers of training, so that cost effective and business-led Solutions are delivered. Oversee training and development requirements for College staff in liaison with the Staff Development team.</td>
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<td>4. Participate in projects in the areas of organisational structural and design, review of working patterns and staffing requirements in order to help managers achieve their business objectives.</td>
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<td>5. Analyse management and business information, making recommendations for action and participating in delivery of recommendations e.g. CROS survey data.</td>
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<td>6. Review, devise and update local policies and procedures to ensure compliance with current legislation and development of efficient, practical processes for the College.</td>
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<td>7. As a member of the University’s HR community contribute to policy development and major projects on a University-wide basis. Communicate effectively with other members of the HR community to share best practice and keep up to date with professional</td>
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developments, including changes in best practice, new legislation and case law.

4. Planning and Organising
Contribute to the delivery of HR components within the annual College plan. Plan and review the progress of project work and cases on a daily, weekly and monthly basis. Plan one off projects as delegated by the HRM e.g. the redesign of local retirement process and procedure to meet legislative deadlines. Manage 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
The job holder must deal with both routine and more complex individual staff issues, (e.g. grievance, ill health, performance management). Careful consideration of statutory requirements and University policy is needed and the business needs and the perceptions of all parties involved need to be taken into account to identify workable solutions. The job holder is expected to solve all routine and less complex problems without advice but may seek advice from the HRM in complex cases or those involving more senior staff.

6. Decision Making
Decisions are required on interpretation of University policy procedures and employment legislation, on overall workload priorities and when to seek advice from HRM or other colleagues. (the job holder may seek advice in complex cases or those that involve more senior staff)

7. Key Contacts/Relationships
Heads of Schools/Division and School administrators to understand the business and to provided tailored solutions to specific problems. Academic Staff and other line managers to provide advice and guidance on both routine and more complex cases, based on an understanding of business needs, university policy and the relevant legal context. Professional HR colleagues to assist in the formulation of HR policy and procedures, and to seek clarification or agreement on how to manage individual cases. NHS managers and HR staff to ensure effective management of staff with NHS and University responsibilities.

8. Knowledge, Skills and Experience Needed for the Job
Professionally qualified in HR plus degree or degree level capability, track record in HR which must have included at least 3 years in operational HR as a professional advisor (advising, influencing, delivering HR solutions in partnership with the business, employee relations). Strong influencing and interpersonal skills are required.

9. Dimensions
The College of Medicine and Veterinary Medicine has 4 Schools and 5 cross-college department
Circa 1800 staff
Circa 800 honorary staff
10. Job Context and any other relevant information
The interaction between the NHS and the College requires detailed understanding of NHS grading structures, complex remuneration processes and legal requirements governing clinical.