University of Edinburgh

Job Description Template

1. Job Details

Job title: Human Resources Advisor (Asst)
School/Support Department: MVM Human Resources
Unit (if applicable): Human Resources
Line manager: College Human Resources Manager

2. Job Purpose

As a professional member of the College HR team to provide advice, expertise, guidance and support in HR matters to staff and managers across the College. To manage and oversee major HR processes for the College, including promotions processes and clinical appointments processes (covered by University and NHS regulations) and to contribute to the delivery of University and College wide HR projects and initiatives.

3. Main Responsibilities

1. Provide professional advice, expertise, guidance and support in HR matters to managers and staff across the College ensuring that all staff have access to timely and accurate information and advice in line with employment best practice and University policies and procedures. 25%

2. Take the lead role in grading of new posts submitted by line managers, (seeking views of HR colleagues only in unusual cases or for senior roles), 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. 20%

3. With administrative support from an HR Assistant, manage the recruitment and appointment process for all clinical posts in the College to SL level, ensuring timely liaison with the Postgraduate Dean, NHS, National Panel of Specialists, appropriate constitution of clinical appointments committees, timely issue of appropriate honorary contracts and compliance with all University and NHS regulations governing clinical appointments. Provide advice to Schools on panel constitution and NHS regulations for clinical Chair appointments. 10%

4. Line manage 2 HR Assistants, including responsibility for on-the-job training, prioritisation of work, appraisal, performance management and development, to ensure that work is carried out to the required standard and the job-holders are able to develop in their roles. 10%

5. Organise and manage the annual promotions processes for all staff groups across the College (including Academic promotions and Professorial Review) involving agreeing timescales with Head of College, Heads of Schools and School Administrators, communicating the process, providing advice and guidance to managers and applicants on preparation of applications, drafting all documentation to support the processes including committee agendas guidance for Schools, correspondence regarding outcomes etc to ensure that University regulations are complied with and that the processes run smoothly within the College. 15%

6. Oversee College processes to manage and implement University policies and legal requirements (e.g Disclosure Scotland, PDR), training colleagues within HR and providing guidance and support to Schools (including running workshops) to ensure that legal and policy implications are fully understood by all parties and the smooth operation of processes within the College. 10%

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 developments, including changes in best practice, new legislation and case law. 10%

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.

5. Problem Solving
The post holder responds to HR queries on a range of topics (e.g. promotions processes, Disclosure checks, recruitment, job grading and clinical appointments) responding through detailed knowledge of/ and interpretation of relevant policies, procedures and employment best practice. Routine and less complex queries on disciplinary issues, grievance and performance management are also dealt with by the post holder with more complex queries referred to College HRM or HRA.

6. Decision Making
The jobholder is responsible for: Management decisions on prioritisation of own work and for decisions on prioritisation of work and work allocation for 2 HR Assistants. Professional decisions on job grading (discussing only more complex or senior grading requests with HR colleagues). Decisions on interpretation of HR policy and when to refer to/seek advice from more senior HR colleagues.

7. Key Contacts/Relationships
   Internal
   Staff and managers across the College, particularly School Administrators, School Secretaries and Head of College secretary, Heads of School, College Registrar, College Finance, College HR Team members, Corporate HR colleagues, Finance, Salaries Office
   External
   Disclosure Scotland
   Lister Postgraduate Institute, Post-Graduate Dean’s Office
   NHS HR colleagues

8. Knowledge Skills and Experience
Degree or degree level capability, Professionally HR qualified or part-qualified and currently studying toward qualification, 3 years experience in a professional HR support role (including the provision of direct advice and guidance on HR policies, practice and procedures to line managers) Experience of supervising/managing staff, Good analytical and organisational skills; Knowledge of standard and some specialised IT systems, Ability to communicate effectively at all levels, both in writing and orally.

9. Dimensions
The College of Medicine and Veterinary Medicine has 4 Schools and 5 cross-college departments
Circa 1800 staff
Circa 800 honorary staff
The post holder directly line manages a team of 2 HR Assistants.

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 activity

11. Verification