University of Edinburgh

Job description

1. Job Details

Job title: College HR Advisor
School/Support Department: College of Medicine & Veterinary Medicine
Unit (if applicable): HR
Line manager: HR Manager

2. Job Purpose

As a Senior Professional member of the College HR team support the College HR manager in ensuring the provision of an efficient and comprehensive professional HR service to managers and staff across the College. Support the delivery of College strategic goals and objectives through the development of business partner relationships with managers of key business units within the College. As a member of the University’s HR community contribute to the development of HR policies, systems and practices and to the development and delivery of HR projects on a University wide basis.

3. Main Responsibilities

1. Provide professional advice, expertise, guidance and support to Heads of School and other senior managers within the College on all aspects of HR, ensuring that they are aware of current legislation, best practice, and university policy and procedures. 30%

2. Act as main point of contact for managers across the College on employee relations issues and to provide support and advice on individual employee casework (recruitment, grievance, performance and absence management, conduct, redundancy, voluntary severance, redeployment, equality & diversity etc.) To ensure cases are dealt with in a timely fashion and in accordance with current legislation and best practice and that good employ and/or Trade Union relations are maintained. 30%

3. Develop business partner relationships with managers of specific business units within the College in order to gain greater all-round understanding of their business requirements and support them in delivering key business objectives. 10%

4. Initiate, participate in and where appropriate manage projects in the areas of organisational structure and design, review of working patterns and staffing requirements in order to help managers achieve their business objectives. 5%

5. 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. 5%
6. Support the HRM in meeting goals in the annual College Plan; reporting, monitoring, and analysing business information, identifying actions required to meet the goals in the annual College Plan. Making recommendations and participating in their implementation. 10%

7. Line manage 3 HR Assistants, including responsibility for recruitment, appraisal, performance management and development and provide guidance and mentoring support to the 2 Assistant HR Advisors on all aspects of HR activity. 5%

8. 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. 5%

4. Planning and Organising
Contribute to the development and delivery of the annual College HR plan. Plan and review the progress of case/recurrent project work including prioritisation on a daily weekly and monthly basis. Plan one off projects, over periods of weeks to months (e.g. redeployment, restructuring). 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, redeployment, 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 can be faced with problems affecting individuals or groups of staff which may fall outwith existing policy/procedural guidelines and in these cases he/she must use own knowledge and experience to devise appropriate solutions. The job-holder is expected to solve all routine and less complex problems without advice but may devise possible solutions to more complex problems and present these to HRM for discussion and advice.

6. Decision Making
Line management decisions in relation to work prioritisation for self and work prioritisation and allocation for 3 HR Assistants. Professional decisions on interpretation of University policy and employment legislation, when to seek advice from HRM or other colleagues, when to seek legal opinion and acceptable levels of risk in pursuing a particular course of action.

7. Key Contacts/Relationships
Heads of Schools/Division and School administrators – to raise awareness of forthcoming HR issues likely to affect the business, 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. Members of College HR team to provide practical advice, guidance and support. 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 (Chartered Member of CIPD would be the norm), Degree or degree level capability, track record in HR which must have included at least 5 years in operational HR as a professional advisor (advising, influencing, delivering HR solutions in partnership with the business, employee relations). Experience of staff management/leading a team and strong influencing and interpersonal skills.

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 3 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 work.