University of Edinburgh

Job Description

1. Job Details

Job title: Human Resources Advisor
School/Support Department: Estates and Buildings/CSG
Unit (if applicable): Human Resources
Line manager: HR Manager Support Groups (Dotted line to Director of Estates and Buildings)

2. Job Purpose

To ensure the provision of a complete, professional Human Resource service and support for the Estates and Buildings Department (E&B) and to contribute to its overall management. As a member of the University’s HR community, contribute to the development of HR policies, systems, practices on a University wide basis. To ensure the provision of an HR administrative service which meets the needs of the business.

3. Main Responsibilities

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<th>Approx. % of time</th>
<th>Description</th>
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<tr>
<td>20%</td>
<td>1. Manage and develop the E&amp;B HR function to ensure the provision of a professional service that effectively meet the needs of the business.</td>
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<td>35%</td>
<td>2. Provide professional advice and support to all levels of management and staff on all aspects of HR policy, procedure and best practice and provide advice and support to managers on individual cases. (Absence, Performance Management, Disciplinary and Grievance Cases). Ensure legally compliant.</td>
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<td>3. Devise, implement, monitor and review HR business processes to ensure that they are effective and they meet the requirements of the business, the University and relevant legislation.</td>
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<td>4. Ensure strategies for staff development are in line with business objectives, requirements and budgetary constraints.</td>
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<td>5. As part of the E&amp;B Senior management Group (SMG), contribute to the overall management of E&amp;B.</td>
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<td>6. Contribute to the development of University-wide HR solutions, working with HR colleagues to and participate in the development and delivery of training solutions within the department and Support Groups.</td>
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7. Maintain and promote constructive working relationships with Trade Union representatives

8. Ensure that the HR Manager (Support Groups) is alerted to and consulted upon all significant issues or developments with HR implications and to contribute to HR activities across the Support Groups.

Planning and Organising

To plan and organise the full range of HR activities over the wide range of business activities which comprise E&B. This includes developing HR plans and strategies which contribute to the annual business planning round. To direct and prioritise the work of the HR Assistant for Estates and Buildings.

Problem Solving

Problems will vary in size and complexity and will normally be solved through discussion, direction and advising on suitable and sometimes innovative solutions. The majority of problems will be solved independently by the post holder through applying professional knowledge and judgement.

Professional knowledge and experience must be used, for example, to advise managers on how to deal with a member of staff who is not performing to an acceptable standard and to provide solutions for the managers to enable them to address the concerns and to provide guidance to managers in difficult and sensitive areas to achieve an acceptable end result. Another example would be to advise Managers on managing and facilitating change when restructuring is felt necessary.

Decision Making

Because of the level of professional knowledge and experience necessary to do this job, the postholder has considerable discretion and independence both in terms of managing the HR team and in influencing and advising senior managers within the business area. This would include, for example, the revision and/or development of local HR procedures to address local business issues where these are not addressed by University-wide procedures.

Key Contacts/Relationships

The postholder is required to have highly effective working relationships with all staff and managers as well as the ability to influence others and deal with problems as they arise. There is a requirement to influence senior managers throughout E&B as well as to provide advice, guidance and information to junior managers and supervisors. There is also the need to communicate across many diverse areas of the department, the Support Groups and the University as a whole.
Knowledge, Skills and Experience Needed for the Job

Professionally qualified in HR with degree level capability, chartered membership of CIPD and at least five years of HR advisory experience. Able to demonstrate strong interpersonal, communication and influencing skills with the ability to initiate and manage change.

Dimensions

Estates and Buildings has approximately 670 staff across a diverse workforce. This includes Academic Related, Technical and Manual staff groups.

The postholder is responsible for 1FTE HR Assistant, Estates and Buildings.