University of Edinburgh

Job Description

1. Job Details

Job title: Human Resources Advisor

School/Support Department: Accommodation Services

Line manager: Director of Accommodation Services

2. Job Purpose

To ensure the provision of a complete, professional Human Resource service and support for the Accommodation Services Department (AS) 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 manage and coordinate the HR team for IS and to ensure that the service meets the needs of the business.

3. Main Responsibilities

1. Manage, coordinate and develop the AS HR and T&D team to ensure the provision of a professional service that effectively meet the needs of the business. 20

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 30

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. 10

4. Ensure strategies for staff development are in line with business objectives, requirements and budgetary constraints. 10

5. Prepare, monitor and control departmental HR and training budgets to ensure that spending is in line with business needs and priorities. 5

6. Work with the AS senior management team (SMG) to discuss current and future staffing and training needs. 5

7. 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. 5

8. Maintain and promote constructive working relationships with Trade Union representatives. 5
9. 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.

10. Contribute to the development of effective staff communications within the department including collating and editing the staff magazine and monthly team brief, updating the AS intranet HR pages, organising monthly staff lunches and conducting the annual staff satisfaction survey to ensure that staff are well briefed and SMG receive staff feedback.

4. Planning and Organising
To plan and organise the full range of HR activities over the wide range of business activities which comprise AS. This includes developing HR plans and strategies which contribute to the annual business planning round. To direct and prioritise the work of the HR and Training team.

5. 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 should be able to 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.

6. 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.

7. Key Contacts/Relationships
The postholder is required to have highly effective working relationships with all staff and managers as well as is the ability to influence others and deal with problems as they arise. An important requirement in this post is the ability to communicate across many diverse areas of the department, the Support Groups and the University as a whole. Specifically with:

- Accommodation Services staff and managers
- The Accommodation Services’ Senior Management Group (of which the post holder is a member)
- The Support Groups HR Manager and Advisors
- The manager and staff of the University Day Nursery
- Corporate HR team (including Corporate Staff Development)
- The Equalities Manager
- Trade Union representatives with whom the post holder is required to maintain and promote positive working relations
- The AS Senior Management Accountant in respect of budget management and forecasting
- The Occupational Health Unit in dealing with complex health or absence cases
- AS Health and Safety Committee (as the HR representative on the committee)
- The University’s legal advisers when dealing with complex cases
8. Knowledge, Skills and Experience Needed for the Job
- Professionally qualified in HR (Chartered Member of the Chartered Institute of Personnel and Development) with degree level capability 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.
- Strong IT skills

9. Dimensions
The postholder is the senior manager responsible for HR and Training within Accommodation Services. The postholder is a member of the AS Senior Management Group (with 5 Assistant Directors and the AS Director).

Responsible for the management and direction of the following staff:
- 2 Training and Development Officers
- 1 Senior HR Assistant

Responsible for providing an HR and T&D service to a department of approximately 600 staff which rises to over 700 during commercial (Easter and Summer) periods

Directly responsible for managing a training budget of approximately £75,000 (excluding salary costs).

10. Job Context and any other relevant information
The department is self funding and operates as a business as well (Edinburgh First) as a support department within the University and often there is a conflict between the business needs of Accommodation and the constraints of university rules and procedures. The postholder is therefore required to balance the needs of Accommodation Services with University wide policies, procedures and systems.

The department is geographically dispersed into small units which make effective communication and ensuring HR procedures are correctly followed difficult.