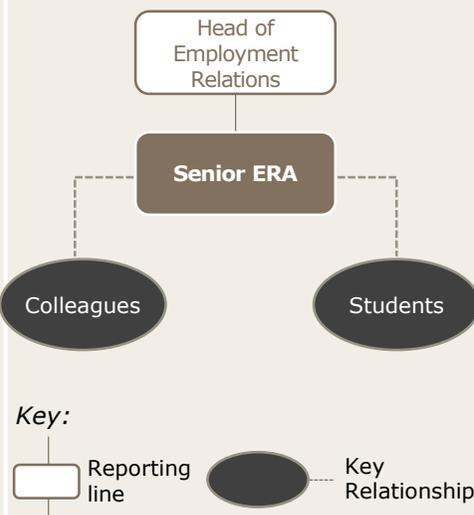


# Role Profile - template

## Job Description:

<b>Job title:</b>	Senior HR Employment Relations Adviser
<b>School / Department:</b>	Human Resources
<b>Job family and level:</b>	APM4
<b>Location:</b>	Kings Meadow Campus

## Relationships:



## Purpose of role:

To provide an efficient and professional HR case management service to the Faculties and Professional Services of the University.

## Main Responsibilities *(Primary accountabilities and responsibilities expected to fulfil the role)*

		% time per year
1	<p><b>Case work:</b> Provide advice and support with HR case work processes. These may typically include matters relating to discipline, grievance, dignity, redundancy, restructures, TUPE transfers and performance management. The role holder will be assigned case work by the Head of Employment Relations. Following an initial briefing relating to the case, the role holder will be expected to progress matters expeditiously and without supervision. The Senior Employment Relations Adviser (Senior ERA) will be required to keep the relevant HR Business Partner (HRBP) updated on progress with cases and to seek input where appropriate. In some cases additional support may be provided by other team members.</p> <p>The Senior ERA will support line managers in progressing cases through:</p> <ul style="list-style-type: none"> <li>• Providing appropriate advice and guidance on the interpretation and application of University policy and employment law.</li> <li>• Helping to plan, organise and implement restructurings, supporting and attending redundancy selection, consultation, communication and redeployment processes.</li> <li>• Driving processes to ensure timely and positive outcomes for the University which minimise legal, operational and employment relations costs and contribute to increased organisational performance.</li> <li>• Providing supporting documentation such as meeting scripts, letters and records of meetings.</li> </ul> <p>The Senior ERA will contribute to the professionalism and efficiency of the HR Department's approach to case work:</p> <ul style="list-style-type: none"> <li>• By ensuring that relevant templates of documentation are up to date and accessible.</li> <li>• By identifying training needs amongst managers and supporting the delivery of training as appropriate.</li> <li>• Supporting HR colleagues in complex casework.</li> <li>• Completing all associated administration and communication promptly.</li> <li>• Supporting and contributing to responses to Employment Tribunal claims, collating case files, attending hearings and acting as liaison between Schools/departments and legal advisers.</li> </ul>	80%
2	<p><b>Continuous Improvement:</b> Continuously improve the service. Monitor performance (key performance indicators) and seek feedback to establish areas for improvement e.g. to policies and procedures. Engage in a continuous cycle of 'Plan, Do, Review' to drive improvements and make recommendations. This includes using management information to review and learn and therefore to inform and improve subsequent activities. Participate in reviews of case work along with HR Advisers to drive consistency as well as improvements in approach.</p>	5%
3	<p><b>Training:</b> Identify relevant training needs and support the design and delivery of training to managers and colleagues to improve service provision and understanding of University policies in action, e.g. managing disciplinary issues.</p>	5%
4	<p><b>Expertise/Continuous Professional Development:</b> Develop and maintain professional capability and expertise, keeping up to date with employment law and the University's policies and procedures.</p>	5%
-	<p><b>Other:</b> Any duties as required, in accordance with the nature and grade of the post</p>	5%

## Person Specification:

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent communication (written and verbal), influencing and interpersonal skills</li> <li>Customer service skills</li> <li>Planning and organising skills</li> <li>An effective team player</li> <li>Numeracy skills</li> <li>IT skills (proficient with MS Word and Excel)</li> <li>Ability to collect, interpret and analyse information, to make improvements and offer recommendations</li> <li>Ability to work effectively and make decisions independently</li> </ul>	
<b>Knowledge and experience</b>	<p>Demonstrable extensive experience of managing a variety of complex HR case work including:</p> <ul style="list-style-type: none"> <li>Redundancy cases</li> <li>Restructuring exercises</li> <li>Harassment cases</li> <li>Disciplinary cases</li> <li>Grievance cases</li> <li>Performance management</li> <li>Sickness cases</li> <li>TUPE transfers</li> </ul> <p>Up-to-date applied knowledge of employment law</p> <ul style="list-style-type: none"> <li>Experience of working with KPIs and delivering operational targets</li> <li>Experience of working in a customer focused environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of having worked in a generalist HR role in a large, complex organisation.</li> <li>Experience of design and delivery training sessions.</li> <li>Experience of defending Employment tribunal cases</li> <li>Mediation Experience</li> </ul>
<b>Qualifications, certification &amp; training</b> <i>(relevant to role)</i>	<ul style="list-style-type: none"> <li>CIPD qualified</li> <li>Educated to degree level (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Employment law qualification</li> </ul>

## Expectations & Behaviours:

We have a clear set of Behaviours and Expectations of our people at the University and the following are essential to this role:

<b>Valuing People</b>	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
<b>Taking Ownership</b>	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
<b>Forward Thinking</b>	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
<b>Professional Pride</b>	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
<b>Always Inclusive</b>	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.