

<b>Job title</b>	Associate Director of Employee Relations	<b>Job family and level</b>	Administrative, Professional and Managerial Level 6
<b>School/ Department</b>	Human Resources	<b>Location</b>	KMC

## Purpose of role

This role is accountable for proactive, strategic leadership for Employee Relations. This is a key leadership role as a member of the HR Senior Management Team. The role will lead the development and implementation of employee relations strategies, policies and programmes of work that will support the University's strategic priorities and the delivery of our HR Strategic Operational Delivery plan. Working with teams across HR to support a programme of continuous organisational performance improvement, which helps achieve the ambition of becoming a high performing organisation. The role will work across the organisation, to ensure compliance with employment law and regulations. The role is integral to HR's effectiveness and the overall student and staff experience, making a significant contribution to the university's success.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Strategic Leadership – Setting strategic path and vision and driving it. Provide vision, leadership and direction for Employee Relations</b></p> <ul style="list-style-type: none"> <li>▪ As a member of the HR Department's Senior Management Team support the delivery of the People and Culture strategy by taking the operational lead across the Employee Relations team, building the capability of the function within an ethos of service excellence and HR professionalism.</li> <li>▪ Develop an Employee Relations Strategy (aligned with corporate objectives) and, with the support of the Director of HR Operations, secure the University's approval for its implementation.</li> <li>▪ To lead on the design and delivery of Employee Relations strategies, policies and processes and the management of change in support of the University's strategic and operational plans, providing information, advice and services as required.</li> <li>▪ To embed UoN values and promote equality, diversity and inclusion in all aspects of work undertaken within the Employee Relations Team</li> <li>▪ Positively challenge behaviours and practices that do not foster a positive climate of employee involvement, commitment and engagement, ensuring our decision making is fair and equitable and compliant with employment legislation and contractual terms.</li> </ul>	30%
2	<p><b>Strategic Operations: Expertise in strategic planning, management, and process optimisation.</b></p> <ul style="list-style-type: none"> <li>▪ To lead the Employee Relations team in guiding and advising managers in the value of planning and implementing change with</li> </ul>	20%

	<p>early communication and engagement with their teams, to avoid unnecessary complaints, concerns and grievances.</p> <ul style="list-style-type: none"> <li>▪ Be the subject matter expert for Employee Relations keeping abreast of employment law, changes to legislations and best practice, sharing knowledge and expertise with colleagues.</li> <li>▪ Lead the delivery of learning for the ER team, ensuring we embed a culture of learning and continuous improvement across all of our delivery.</li> <li>▪ Take ownership and demonstrate accountability for all project and day-to-day activity within the remit of the post.</li> <li>▪ Lead on ET cases, working alongside legal counsel</li> <li>▪ Lead the strategic direction, and challenge the operationalisation of Employee Relations, focusing on how our people experience our values, our culture and feel safe and comfortable to raise concerns</li> <li>▪ Ensure our managers, investigators, mediators and people have access to the right tools and learning opportunities to foster positive working conditions and relationships.</li> </ul>	
3	<p><b>Innovative Leadership: Leading strategic change, managing people, and fostering innovative problem-solving.</b></p> <ul style="list-style-type: none"> <li>• Provide innovative leadership to support the delivery of our HR Operational Delivery Plan and transformation programme of works, ensuring we deliver against the objectives of the programme.</li> <li>• Working collaboratively with other members of the Senior Team, promote the value of positive change for the Department and the University as a whole.</li> <li>• Promote an ethos of excellence, encouraging team members to focus on the customer experience and take a pride in their work whilst fostering a positive team spirit and team cohesion.</li> <li>• Be a positive role model to the HR department in behaviours, engagement and visibility.</li> </ul>	20%
4	<p><b>Interpersonal Excellence: Advanced motivational, negotiation, and influencing skills with national and international reach.</b></p> <ul style="list-style-type: none"> <li>▪ Establish excellent working relationships with people at all levels across the University.</li> <li>▪ Lead the ER agenda by participating in relevant steering and working groups, making an effective contribution in matters that impact the working conditions and relationships for the University's people.</li> <li>▪ Build positive and collaborative relationships with Trade Unions.</li> </ul>	10%
5	<p><b>Financial Stewardship: Competence in managing substantial budgets, resources, and understanding financial procedures.</b></p> <ul style="list-style-type: none"> <li>• As a member of the HR Senior Management team, contribute to the management and oversight of the HR Department budget and take ownership of ER expenditure, planning forecasted needs vs. actual costs.</li> </ul>	5%
6	<p><b>Regulatory &amp; Institutional Awareness: Deep understanding of the University's regulations, strategic direction, and impact of external changes.</b></p> <ul style="list-style-type: none"> <li>• Support and build a positive employee relations climate, working with our Trade Unions to ensure that all stakeholders work together and move forward in the best interests of staff and students.</li> <li>• Role model an approach to governance, audit and risk, working with HR colleagues to ensure that risk and governance issues are identified and managed appropriately.</li> </ul>	5%

7	<p><b>Ethical &amp; Authentic Leadership: Demonstrate ability to guide with integrity and authenticity, showcasing strong decision-making and conflict resolution skills under challenging conditions.</b></p> <ul style="list-style-type: none"> <li>• Encourage an authenticity in the approach to open dialogue at meetings, to role model conflict sequences that are positive exchanges, and ensure our culture is strong and robust to withstand internal and external challenge.</li> <li>• Work with colleagues across the HR team to ensure that employee engagement is strengthened and supported.</li> <li>• Working with the HR team, ensure the delivery of an excellent service to our customers (both internal and external) with a focus on shared learning and continuous improvement.</li> </ul>	10%
8	<p><b>Adaptive Management: Mastery in boundary and uncertainty management, and comfort in navigating unfamiliar terrain.</b></p>	

## Person specification

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• The ability to inspire and motivate a team and win the confidence and respect of colleagues and external contacts.</li> <li>• Understanding the significance of learning, participation and engagement University life.</li> <li>• Strategic planning and creative thinking skills, with the ability to see the 'big picture'.</li> <li>• Excellent interpersonal and communication skills with demonstrated ability to build trust-based relationships both internally and externally.</li> <li>• Maturity to deal with complex situations and create solutions.</li> <li>• An innovative, entrepreneurial approach to creating new partnerships.</li> <li>• Balancing risk-taking with financial viability and commercial sense.</li> <li>• Comfortable with public speaking</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience within Employee Relations field and a proven track record of successfully leading a team</li> <li>• Up to date knowledge and understanding of employment legislation</li> <li>• Establishing and managing new strategic partnerships</li> <li>• Working closely with key external partners i.e. legal advisors.</li> <li>• Role modelling staff development, appraisal and performance management regimes and delivery of measured and sustained improvement.</li> <li>• Networking at all levels of an organisation.</li> <li>• Working in a context of change.</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level (or equivalent)</li> <li>▪ Preference – MCIPD</li> </ul>	Employment law qualification

<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"><li>▪ Up-to-date applied knowledge of employment law.<ul style="list-style-type: none"><li>•</li></ul></li></ul>	
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As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those whose protected characteristics under the Equality Act 2010, are not well-represented in our current staff body.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

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|---------------------------|---|
| <b>Valuing people</b>     | Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.                     |
| <b>Taking ownership</b>   | Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.                                |
| <b>Forward thinking</b>   | Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition |
| <b>Professional pride</b> | Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.  |
| <b>Always inclusive</b>   | Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.  |

