HR Adviser

Department: Human Resources Department
Hours of work: Full time/37 hours a week
Contract type: Open
Salary: £34,308 to £42,155 a year
Introduction

The University of York is a complex and expanding organisation undertaking high quality teaching and research with strong links to business and the wider community. It is important that managers are able to access prompt, efficient and authoritative advice and support in response to their people related matters.

This post will work within the central operational HR team of HR Partners and HR Advisers, providing professional advice to academic and support departments across the University.

As a customer focussed HR generalist, you will work as part of a team of HR professionals providing strategic and operational HR solutions in support of the University’s people management agenda. You will provide a range of HR services including: employment procedure, advice and guidance, organisational development and change management.

The HR Adviser reports to the Senior HR Adviser or HR Partner.

Main purpose of the role

Provide a responsive and professional HR service to Departments through forming effective relationships with academic and professional support line managers to coach, influence and enable them to effectively lead and manage their staff.

Provide effective advice and support to managers, including attendance at formal meetings, on a full range of HR issues, e.g. absence management, health and disability, equal opportunities, disciplinary and grievance and performance management.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Role Specific Responsibilities

- Support the Senior HR Adviser and HR Partner in providing a professional HR service to a number of academic and central support departments.
- Be the lead contact for certain departments and provide day to day HR operational services, utilising other HR teams as necessary such as HR Services, Equality, Diversity & Inclusion and Reward.
- Support HR case work across other departments as required.
- Advise and support managers leading on organisational change with regards to University policy and procedures, Trade Union consultation, communications and individual consultation.
- Support employee relations activities, such as committees, consultation and negotiation forums.

University of York Responsibilities for Grade 6

Service and Operational Delivery

- Oversee a responsive and proactive support service to ensure service expectations are met.
- Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
- Contribute to operational leadership teams and decision making to shape the nature and level of support services.
- Implement changes to the design and development of a service.
- Accountable for delivery of a service within a defined area or defined responsibilities.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

**Continuous Improvement**
- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external practice to identify opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills for self and others.
- Deliver knowledge sharing on specialist defined processes across the broader team.

**Specialist Contribution**
- Provide advice to stakeholders in relation to complex policies, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

**Collaboration and Communication**
- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

**Governance and Oversight**
- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
• Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

• Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
• Plan and manage longer term programmes of work, monitoring progress as required.
• Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
# Person specification

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<tr>
<th>Role Specifc</th>
<th>Essential / Desirable</th>
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<tr>
<td>Graduate Member of the Chartered Institute of Personnel Development, or have substantial equivalent experience at professional HR level</td>
<td>Essential</td>
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<td>Significant generalist HR advisory experience in a large organisation including disciplinary, absence and performance management</td>
<td>Essential</td>
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<td>Good, up to date knowledge of employment law and HR good practice</td>
<td>Essential</td>
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<td>Good understanding of contract management including impact of Fixed Term Employees’ Regulations</td>
<td>Essential</td>
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<td>Experience of advising on change management including consultation with individuals and redundancy</td>
<td>Essential</td>
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<td>Rewards and job evaluation experience</td>
<td>Desirable</td>
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<td>Policy development</td>
<td>Desirable</td>
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<td>Knowledge of HE sector</td>
<td>Desirable</td>
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## University of York Person Specification for Grade 6

### Qualifications:

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

### Skills - demonstrates the ability to:

- Lead projects
- Gather, analyse, interpret and report complex data/information
- Use digital technologies including Google applications and/or Microsoft Office
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools

### Behaviours:

- Works collaboratively with others
- Delivers a quality service
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<tr>
<th>Description</th>
<th>Importance</th>
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<tr>
<td>Develops self and others</td>
<td>Essential</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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