University of Northampton

HR Advisor

Job Description

Job Title: HR Advisor
Grade 6
Responsible to: HR Business Partner

Overall Purpose

Reporting to a HR Business Partner, this post is operationally responsible for leading the employee relations service across a nominated customer base of faculties and professional services departments. The post holder will influence line managers on how they create a culture that facilitates high performance in their areas, but in a supportive working environment that embraces career development.

With experience in organisation design, the HR Advisor (with the support of the HR Business Partner) will continually support nominated leaders to create departmental structures which best support the delivery of the University's Strategy, relative to their area.

They will coach managers in the principles and practice of people leadership; helping the University's managers to assess workload management; embed smarter working (which engenders a strength of employee connection to their manager, their team and the University as a whole); ensuring that managers understand their people data and what it should be telling them; coaching managers through individual and team performance management in a dignified but firm way; and leading on the resolution of employee relations cases.

As an experienced HR practitioner, they will be tuned into current and evolving HR practice at large.

Principal Duties and Responsibilities

- Regularly reviewing university team structures, in their constituent area, as the needs of the university evolve, for both capability and efficiency reasons
- Coaching managers in people leadership policy and practice, and in assessing workloads and embedding smarter working
- Tactically guiding managers on individual and team performance management in their directorates, and guiding them on the management of Employee Relations cases as they arise
- Regularly reporting upwards, to the HR Business Partner, what intelligence is being gleaned, so as to inform future University strategy and practice.

Generic Duties and Responsibilities

- Coach managers in their customer base on matters of people leadership policy and practice
- Work with the University managers, in their area, to evaluate and agree, by department, what adverse people issues exist (individually and collectively) that erode productivity and positivity, and agree a plan for remedial action

- Regularly review the structures of each department, in their area, using spans and layers principles (for efficiency reasons) and career development principles to ensure that they are structured optimally to deliver the University's Strategy
- Play a strong role in ensuring that they and their team work with managers to review the workloads of their teams. University people need to understand that high standards or work are expected, but inappropriately high workloads are unfair and substantive situations of this nature will be escalated to the Director of HR for discussion at University Leadership Team level
- Ensure that people data, produced by the Reward and HR Support Team for their area, is distilled and discussed with their customer base, and that an action plan is produced
- Ensure that their team delivers HR and associated training to the University workforce in their customer base, as per the Learning and Development team's portfolio
- Carry out job evaluation ensuring that a systematic and consistent approach is adopted
- Support the HR Business Partners with TUPE transfers into and out of the University or associated
- subsidiaries
- Continue to invest in self-development so as to always be abreast of emerging HR trends as espoused by the CIPD and other bodies, and by other additional means, and so that self-capabilities continue to grow
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the HR Business Partner
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

Person Specification

	Criteria	Essential / Desirable	Assessment Methods
Qualifications			
1	CIPD Level 5, or other related HR qualification, or relevant experience: particularly in strategically guiding leaders in people leadership and organisational design principles	Essential	Application
2	A degree or equivalent experience	Essential	Application
3	Evidence and commitment to continuing professional development	Essential	Application
Skills, Knowledge and Experience			
4	Experience of creating Employee Relations strategies for departments in your customer area, which includes how to build and maintain high performing cultures	Essential	Application Interview Presentation
5	Experience of guiding departments on organisational design principles: which facilitate both the opportunity for career advancement, but are structurally efficient (a working knowledge of spans and layers principles)	Essential	Application Interview
6	Demonstrable experience of guiding organisational managers on how to develop a directorate culture in which their people can thrive, with a high performance bar in place	Essential	Application Interview
7	Evidence of acting as a confidante / sounding board to managers in their customer base, over a sustained period of time	Essential	Application Interview
8	Strongly customer focused and can demonstrate how they have improved a senior managers' view of a HR Business Partnering team through great service and delivering desired results	Essential	Application Interview
9	Experience of engaging and managing relationships with legal teams in complicated employee relations cases	Essential	Application
10	Experience of: • Implementing HR interventions to resolve people management issues with a customer-focused approach • Guiding departments through periods of cultural change, understanding the pressures but maintaining positivity and productivity • Keeping themselves up to date with contemporary HR thinking and statutory / best practice developments	Essential	Application Interview

	• Delivering HR training and coaching		
11	Excellent interpersonal skills being able to form positive working relationships at all levels	Essential	Interview
12	Excellent organisational and prioritising skills; ability to work under pressure and meet deadlines	Essential	Interview
13	Experience of effectively leading and implementing HR related projects and initiatives	Essential	Interview
14	Ability to communicate effectively, in writing and verbally, on a one-to-one basis, and with groups. Able to write strategies, plans and updates which will be heard at the highest level	Essential	Application Interview
15	Ability to identify and undertake challenging conversations appropriately	Essential	Interview
16	An appreciation of the people and culture pressures in the higher education sector	Desirable	Application
17	Used to networking extensively and bringing in strategic or operational embedded successfully by other, allied, organisations	Desirable	Application

Personal Qualities

18	Ability to adapt to organisational change	Essential	Application Interview
19	Ability to adapt to technological advances in the workplace	Essential	Application Interview
20	Integrity and professionalism, demonstrating a commitment to ethical standards, confidentiality, and the University's values of inclusivity, trust, sustainability and aspiration	Essential	Application Interview
21	Persuasion and negotiation skills	Essential	Application Interview