



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description

POST TITLE: Senior HR Advisor

RESPONSIBLE TO: Head of HR

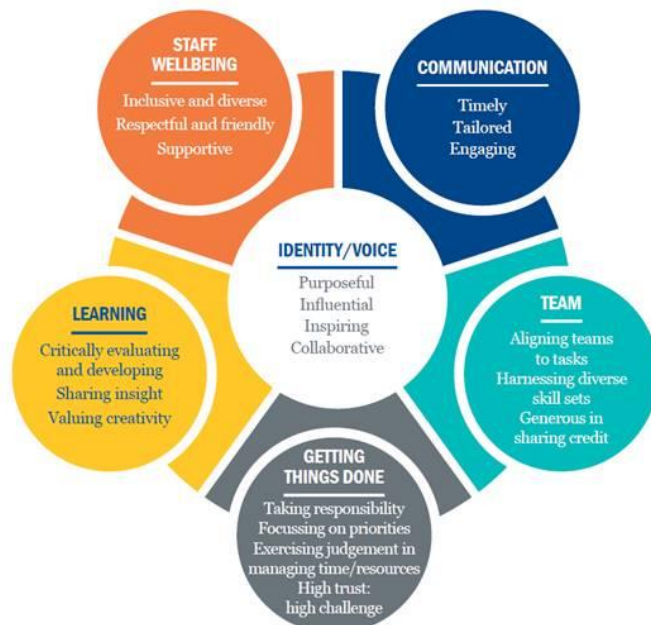
Universities UK

Universities UK is the voice of universities, helping to maintain the world-leading strength of the UK university sector and supporting our members to achieve their aims and objectives.

We help to shape the higher education policy agenda, engaging directly with policy makers and other stakeholders. We maintain strong and proactive relationships with government, the private sector, the professions and sector agencies.

We believe that the diversity and autonomy of the UK's higher education sector is critical to its success. As such, we foster national and regional differences in Scotland, Wales, Northern Ireland and England.

UUK Values and Behaviours



Job Summary

UUK is looking for a results-focused individual to support the Head of HR and wider team in moving forward the People Strategy and the day to day transactional work. The individual will provide a high quality HR service to an organisation of approximately 140 employees in

London, Cardiff and Edinburgh. The HR team comprises the Head of HR, Senior HR Advisor (this vacancy) and an HR Coordinator.

Main Responsibilities

- (i) **People Strategy** – support the Head of HR in moving forward the People Strategy and related projects and tasks.
- (ii) **Employee Relations** – support and advise Directors/managers in handling staff issues including advising at disciplinary, capability and grievance proceedings.
- (iii) **Policy development** – provide HR advice to line managers and staff with regard to UUK policies and procedures. Keep up to date with employment law and ensure policies are reviewed and updated regularly.
- (iv) **Management information** – ensure that high quality employee and recruitment records are kept and that confidentiality is maintained at all times. Ensure records are maintained in line with GDPR and retention schedules. Provide monthly management reports using the HR system Cascade, Stonefish and other sources as appropriate.
- (v) **Learning and Development** – design and deliver training workshops on HR specific subjects such as performance management. Contribute and deliver to the UUK induction programme, management development programmes, apprenticeships and other bespoke and ad hoc training.
- (vi) **Recruitment and Selection** – manage recruitment campaigns with the other team members.
- (vii) **Remuneration** – work with the Head of HR/HR Coordinator and the Finance team on pay and benefits.
- (viii) **Internal Communications** – manage and develop the communications channels that deliver UUK content to internal audiences, including managing the intranet, staff suggestion system, staff newsletter, monthly staff celebration and Christmas celebration. Evaluate the impact of internal communications and recommend and implement improvements.
- (ix) **General** – deputise for the Head of HR and cover for the HR coordinator during absences. Undertake HR administration, the HR team is small and due to workloads not all administrative work can be delegated. Support the Director of Operations on ad hoc projects and workstreams.

Compliance and Governance

- to take responsibility for own health and safety in line with UUK H&S policy and current legislation and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible.
- to ensure compliance with UUK's internal procedures and all external legal requirements.

Personal Effectiveness

- to take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

General

- to show respect to colleagues, external partners and stakeholders, and to understand and adhere to UUK's Equal Opportunity policy, UUK Staff Standards of Conduct, and UUK's organisational capabilities.
- to work collegially, and to support all the teams which the post has contact with, in achieving the organisation's objectives.
- any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

Last reviewed: 28/03/19

Person Specification

| Essential/ Desirable | CRITERIA | ASSESSED |
|--|--|--|
| A. EDUCATION & QUALIFICATIONS | | |
| | A1. Specialist | |
| Essential | CIPD qualification or equivalent | Application Form |
| <i>Essential</i> | Up to date IT and numeracy skills | Application Form |
| B. EXPERIENCE | | |
| Essential | Proven track record in a similar role with the ability to work at pace | Application Form/ Interview |
| Essential | 'Hands on' experience of dealing with the full range of HR issues, combined with the ability to deal with strategic issues as necessary | <i>Application Form/interview</i> |
| Essential | Able to develop and design policies, procedures and training workshops on a variety of HR matters | <i>Application Form/interview</i> |
| Essential | Proven track record of report writing and summarizing information for a variety of audiences | <i>Application Form/interview form</i> |
| Essential | Ability to advise on challenging employment issues, including dismissals | <i>Application Form/interview</i> |
| Essential | Excellent interpersonal, presentation and communication skills to influence and direct staff, including senior managers/Directors | <i>Application Form/interview</i> |
| Essential | Demonstrates a strong commitment to team working with the ability to motivate teams, develop and maintain productive working relationships with a wide range of stakeholders | <i>Application Form/interview</i> |
| Essential | A positive 'can do' attitude, resilience and adaptability in all work areas | <i>Application Form/interview</i> |
| Essential | Ability to make informed and balanced decisions under pressure | <i>Application Form/interview</i> |
| Desirable | Experience of developing or delivering internal | Application |

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| | communications or staff engagement activities within an organisation | Form/interview |
| C. SPECIALIST KNOWLEDGE REQUIRED | | |
| <i>Desirable</i> | <i>An understanding of higher education policy</i> | Application Form/ Interview |
| D. OTHER | | |
| <i>Essential</i> | Understanding of, and commitment to equality, diversity and inclusion | Application Form/ Interview |