

# JOB DESCRIPTION

**POST:** HROD Consultant (Full-time, Fixed term for 6 months)

**REF:**

**DEPARTMENT:** HROD

**GRADE:** 7

**REPORTING TO:** Head of HR/Head of Learning and Organisational Development

**SUPERVISORY RESPONSIBILITY:** None

# JOB PURPOSE:

Play a lead and expert role in supporting the HROD team to offer a service that is recognised as being empowering, innovative and value for money; known for delivery, efficiency and instrumental in the achievement of University objectives.

# DUTIES AND RESPONSIBILITIES:

1. Influence and enable managers across the University to embrace their people management role and fulfil their leadership potential.
2. Work in partnership with customers and other stakeholders to understand their current and future business challenges, goals and people requirements. Deliver effective, innovative and pragmatic solutions to these requirements.
3. Personally and impactfully lead discrete projects to deliver the People and Culture Action Plan, including their transition to BAU where appropriate. This includes work on organisational development activity and, specifically, leading on the University’s Staff Wellbeing Strategy and plan including supporting a network of Wellbeing Champions.
4. Be a change agent to shape and influence strategies and programmes that are enabling and transformational within Services / Schools and advise on the resulting people implications.
5. Provide expert advice and interpretation on all aspects of HROD policy, procedures and employment terms, conditions and benefits.
6. Take the end-to-end technical HR lead role on complex casework such as high profile disciplinary/grievance/capability cases, liaising with legal advisors and ACAS, where required, to mitigate risk and control cost.
7. Make best use of organisational and people data to develop pragmatic, effective new policy in line with strategic direction and legislative change which is value-adding and deliver initiatives to promote buy-in and compliance across the University.
8. Partner leaders to deliver organisational change programmes such as re-organisations, TUPE transfers, development of new service / provision with high performance/ culture of the resulting team as a default goal.
9. Assist the Head of HR in large scale consultation processes with recognised Trade Unions affecting the whole University community and personally lead smaller scale consultation and negotiation activity.
10. Facilitate team dynamics and coach managers to create the conditions to enable people to play to their strengths and deliver team performance against organisational priorities and required outcomes.
11. Plan and prioritise tasks, turning complex information into easily understandable actions to enable colleagues to credibly deliver their role in projects to deliver the People and Culture Strategy Action Plan (e.g. Wellbeing Strategy, employee engagement initiatives, development programmes).
12. Facilitate honest conversations, mitigate and manage conflict with customers to enable delivery of organisational goals.
13. In collaboration with the Head of L&OD and other colleagues, deliver generic and bespoke development interventions to improve the skills, knowledge and practice of customers in order to achieve the ambitions in the People and Culture Action Plan.
14. Play a lead role in ensuring roles are appropriately graded and remunerated by chairing and participating in re-grading panels (shared responsibility) and proposing flexible and compliant resulting action.
15. Support the Head of HR and Head of L&OD to drive operational efficiency and effectiveness through the team by regular review and improvements to ways of working
16. Deputise for Head of HR and Head of L&OD when required.

1. Take pride and proactive action to drive personal CPD on all facets of HROD in order to deliver the best possible service in line with the HROD Service Purpose and Target Operating Model.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** HROD Consultant

**SCHOOL / DEPARTMENT:** HROD

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Undergraduate degree or equivalent experience of providing specialist and generalist HR advice | Essential | Application |
| CIPD qualified to level 7 | Essential | Application |

## Knowledge & Experience

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Proven successful experience of working and managing in a HR service, providing professional, impactful advice and support to managers. | Essential | Application/ Interview |
| Strong knowledge of current UK employment legislation and relevant case law | Essential | Application/ Interview |
| Significant experience of complex case management at both formal and informal stages | Essential | Application/ Interview |
| Experienced in the development of HROD policy, procedures and systems. | Essential | Application/ Interview |
| Experienced in the use of computerised HR information systems and the production and analysis of management information. | Essential | Application/ Interview |
| Experience of working in partnership with staff representative bodies and union representatives. | Essential | Application/ Interview |
| Experience of leading projects and using project management tools and techniques | Essential | Application/ Interview |
| Knowledge of HR issues in Higher Education | Desirable | Application/ Interview |
| Experience of working on staff wellbeing programmes | Desirable | Application/ Interview |

## Skills & Attributes

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Excellent interpersonal, leadership and motivational skills, with the ability to initiate and implement change in order to provide the best possible customer experience | Essential | Application / Interview |
| Excellent organisational skills including the ability to deliver on short term and long term objectives | Essential | Application/ Interview |
| Ability to keep abreast of, and interpret, employment legislation | Essential | Application/ Interview |
| Confidence to interact proactively with management and staff at all levels of an organisation in the resolution of HROD issues | Essential | Application/ Interview |
| Analytical thinker with good problem solving skills | Essential | Application/ Interview |
| Excellent communication skills with the ability to engage effectively with all staff groups both verbally and in writing | Essential | Application/ Interview |
| Strong influencing and advocacy skills | Essential | Application/ Interview |
| Highly proficient in the use of MS Office (Word, Excel) and databases. | Essential | Application/ Interview |
| Ability to analyse and present data appropriately to inform decision making and innovative approaches. | Essential | Application/ Interview |
| Proactive approach to using own initiative and working unsupervised | Essential | Application/ Interview |
| Excellent resilience including proven ability to manage conflicting priorities | Essential | Application/ Interview |
| Demonstrated capacity to effectively communicate, promote and uphold HR initiatives and values, including discretion and confidentiality. | Essential | Application/ Interview |
| Commitment to continuous professional development | Essential | Application/ Interview |
| Commitment to equality & diversity | Essential | Application/ Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

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| --- | --- |
| **Self-Assured**  | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

None