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# JOB DESCRIPTION

**POST:**  HROD Advisor

**REF:**  TBC

**DEPARTMENT:**  **HROD**

**GRADE: 6**

**REPORTING TO: HROD Consultant**

**SUPERVISORY RESPONSIBILITY:**

# JOB PURPOSE:

Support the HROD service in ensuring the provision of a professional and expert HR advice service to the University. Through this, 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:

* 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. In conjunction with the HROD team, provide professional advice, guidance, coaching and support in the application of the University’s HROD policies and procedures.
* Manage a broad range of case work relating to all employee relations matters, including health, conduct and capability, grievance and dignity at work. Provide professional advice and support to managers, employees and panels and promote the importance of timely, effective resolution and proactive performance management.
* Support organisational change through the delivery of small-scale re-structures, ensuring all aspects of consultation are fulfilled, business cases for change are robust and required outcomes are achieved.
* Influence, coach and enable managers across the University to embrace their people management role, follow due process and mitigate employment-related risk.
* Provide expert, technical advice and interpretation on all aspects of HROD policy, procedures and employment terms, conditions, benefits and recruitment.
* Support the HROD Assistants by resolving requests for advice that have been escalated. Work with the HROD Service Manager to develop the technical HR skills, knowledge and experience of Assistants so that there is greater resolution of issues at first point of contact.
* Support managers in referring individuals to the Occupational Health service, interpreting reports and recommendations and ensuring these are incorporated into effective action plans.
* Informed by practice, assist in the review, development and implementation of HROD policy, procedure, systems and guidance in accordance with the People and Culture Plan and in response to legislation and new professional developments and initiatives. Ensure Equality Analysis is an integral part of the service delivery.
* Play a lead role in ensuring roles are appropriately graded and remunerated by participating in re-grading panels (shared responsibility) and proposing flexible and compliant resulting action.
* Production and monitoring of casework metrics and key performance indicators, providing reports as required through the HR System, OneUni.
* Provide oversight to the level, cost and impact of sickness absence across the University, developing and implementing pragmatic interventions to reduce the rate of absence.
* In conjunction with the Resourcing Lead, oversee the redeployment register, ensuring that suitable alterative opportunities are explored and considered for any employees at risk of redundancy.
* Ensure compliance with the frameworks and charters for which the University is a registered member / participant e.g. Disability Confident Employer.
* Personally and impactfully lead discrete projects to deliver the People and Culture Plan, including their transition to BAU where appropriate. This may extend to the development of new strategies (e.g. Wellbeing, Digital, Resourcing, Employee Engagement, Reward). These could be university wide projects which include colleagues from across different teams.
* Take pride and proactive action to drive personal CPD 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 Advisor

**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 5 | Essential | Application |

## Knowledge & Experience

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Proven successful experience of working in a HR service, providing professional, impactful expert advice and support to managers. | Essential | Application & Interview |
| Strong knowledge of current UK employment legislation and relevant case law with a track record of application. | 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 from first principles. | Essential | Application & Interview |
| Experienced in the development of stream-lined process, procedures and systems that maximise the use of technology. | 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 |
| Knowledge of HR issues in Higher Education | Desirable | Application & Interview |

## Skills & Attributes

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Excellent resilience including proven ability to manage conflicting priorities | Essential | Application & Interview |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application & Interview |
| 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 & Test |
| 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 |
| 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 |

## 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