

HR Partner – Job Share 3 days per week (Fixed-Term Maternity Cover)

Job Ref: REQ171191

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management and Specialist, Grade 7

Job Purpose: To work closely with Senior Executive Managers, Deans and Heads of Departments etc, by providing specialist HR advice and support to designated departments and academic schools within the University. In addition to supporting the Director of HR in the delivery of a number of University wide activities/projects.

Job Duties

- Manage the quality and volume of work of the HR Advisers, Senior HR Officers and HR Officers including Recruitment, ensuring best practice and excellence in customer service.
- Provide effective line management and support ensuring the required management processes are completed to schedule i.e. PDR, 1:1's, return to work.
- Provide strategic advice on HRM and OD issues to Senior Executive Managers, Deans, Heads of Departments/Sections and designated external organisations based on campus.
- Support Senior Executive Managers, Deans, Heads of Departments/Sections and other line managers in developing and undertaking change management programmes.
- Provide advice to Deans and Heads of Departments/Sections and others on a range of complex issues, often of a confidential and highly sensitive nature.
- Provide coaching and mediation service to line managers and departments when appropriate.
- Advise on employment legislation, immigration legislation matters relating to Conditions of Service and HR policies and procedures.
- Support managers in the investigation and processing of complex disciplinary, capability and grievance cases, including, where required the preparation and presentation of management cases (including appeals) with direction from Assistant Director of HR when necessary.
- Manage senior appointment recruitment campaigns as requested by the Senior Leadership Team.
- Contribute to day to day recruitment processes, in particular those relating to academic and related staff and develop selection procedures in accordance with statutory requirements and best practice.
- Assist the Director of Human Resources in the preparation and presentation of Employment Tribunal cases.
- Manage the academic and related staff probation process, providing advice to Heads of Departments/Sections, probationers and probationary advisers, as well as to the Academic and Related Staff Probation Monitoring Group, in particular in the handling of problematic cases.
- Manage the reward and promotion process, by providing advice to Heads of Department/Sections and to individuals and by ensuring that reward and promotion processes and procedures are up to date and effective.

- Liaise and negotiate with trade union representatives, in connection with individual and collective employment issues.
- Foster the development and implementation of Equality and Diversity initiatives.
- Act as Co-ordinator for allocated University wide initiatives, for example the harassment and bullying network, or child protection.
- Oversee the work of more junior HR staff in the wider team.
- Oversee the administrative support delivered by HR staff to various University committees, working groups and projects.
- Undertake and deliver to deadline short term project work as either Project Manager or Team Leader as determined by the Director of Human Resources.
- Draft and develop policy, strategy and procedures, for the University, on a range of non-standard issues, focusing on employment law practices.
- Represent the Human Resources Department internally and externally as appropriate.
- Challenge and influence strategic thinking and planning of managers which may compromise equity for staff and or breach university policies and procedures.
- In conjunction with Staff Development, assist in the development of training courses, as appropriate and deliver these to a range of staff, including senior management.
- Deliver and contribute to relevant HR awareness and bite size workshops periodically throughout the year to staff and departments and schools.
- Undertake any other tasks as may be reasonably be required by the Director of Human Resources and assist colleagues in other sections of HR, including Staff Development, as required.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

This role is a maternity cover fixed-term and operates as a job-share, 3 days per week. Wednesday, Thursday and Friday.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Assistant Director of HR

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial experience within a Human Resources department.	1,3
	Experience of advising managers on HR issues, particularly: organisational change; formal disciplinary and grievance meetings and managing sickness absence.	1,2,3
	Experience of managing performance of staff and teams within a fast paced HR environment.	1,2,3
	Up-to-date knowledge of employment legislation.	3
	Experience of providing effective coaching and mediation within the workplace.	1,2,3
	Evidence of CPD (Continuing Professional Development).	1,3
Skills and Abilities	Robust nature with the ability to work independently and on own initiative.	2,3
	Ability to effectively manage multiple complex issues in a timely manner.	2,3
	Ability to professionally challenge and influence staff and senior managers.	2,3
	Good attention to detail.	3
	Excellent organisational skills.	3
	Flexible approach.	3
	Ability to prioritise tasks and work under pressure to meet deadlines.	1,3
	Good interpersonal and communication skills, both written and verbal.	1,2,3
	Good report writing skills.	1,2,3
	Tact and diplomacy.	1,3
	Ability to oversee and maintain information security and confidentiality.	1,3
	Competent in Microsoft applications: <ul style="list-style-type: none"> • Word; • PowerPoint; • Excel; • Outlook; 	1,2
Qualifications	Chartered Membership of CIPD.	1
	Educated to degree level standard, or equivalent.	1
Other	Commitment to observing and promoting the University's Equality & Diversity policy at all times.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Professional Coaching and or Mediation Accreditation.	1,2,3
Skills and Abilities	Experience with HR Systems ideally Trent (Midland).	1,2,3
Qualifications	Degree level qualification in HR related subject.	1
	Management qualification at Diploma or Master's level.	1

Conditions of Service

The position is part-time working 22.5 hours per week (0.61fte) as a job share for 3 days per week and is to provide fixed-term maternity cover for 12 months or the earlier return of the post holder.

Please note that if either job-share party decides to leave the role, we will endeavour to fill the relevant part of the job share. If we are not able to cover the hours with a replacement, we reserve the right to finish the job share and recruit to the full-time hours.

Salary will be on Management and Specialist Grade 7, £39,992 to £47,722 pro rata per annum, subject to an annual pay award, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Trish Barnard, Assistant Director of HR by email at P.Barnard@lboro.ac.uk

Applications

The closing date for receipt of applications is **Tuesday 2 January 2018**. Interviews will be held **Thursday 11 January 2018**.