

Human Resources Adviser

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Department of Human Resources is a key professional service within the University. We support the University's mission by delivering a high quality, progressive, equitable and inclusive employment experience, working closely with leaders in the organisation. Our vision is for the University to be a diverse and inspiring place to work that enables people to be themselves and perform at the highest levels in support of the University's ambitions. The Department comprises the following teams:

- HR Partnering
- HR Services
- HR Systems and Data
- Recruitment and Resourcing
- HR Payroll Services
- Reward and Benefits
- HR Projects

Job Description

Job Grade: Administrative Services Grade 5

Job Purpose

To support the Human Resources Services Manager and Team Leader in delivering a high quality, solution focused HR service to employees and managers across the University. This role plays a key part in fostering a positive and inclusive working environment by providing expert advice, guidance and support on a range of HR matters.

The HR Adviser contributes to creating a high quality, progressive, equitable and inclusive employment experience for all staff – aligned to the University's mission and values – ensuring people feel supported, valued and empowered throughout their employee journey.

Job Duties

- Provide dedicated HR advisory support to assigned areas of the University, while working collaboratively with the wider HR team to deliver a seamless high-quality service.
- Advise and coach managers and staff on a broad range of people related matters, aiming to resolve issues early, minimise risk, and enhance employee experience.
- Manage key processes within the employee lifecycle- including immigration, absence management, and fixed-term reviews.

- Manage employee relations casework effectively and efficiently ensuring all cases are handled fairly, consistently, timely and in line with HR policies, procedures, and guidance.
- Provide guidance and coaching to the HR Officers, supporting their development and ensuring consistency in service delivery.
- Contribute to continuous improvement by identifying opportunities to enhance HR processes and services and supporting the HR Services Manager and Team Leader in implementing changes.
- Support wellbeing initiatives, escalating identifiable trends and concerns to the HR Partnering team where appropriate.
- Support University-level committees and processes, including providing administrative and advisory support. This includes preparing documentation, coordinating meetings, ensuring procedural compliance, and supporting panel members and senior leaders throughout the process.
- Undertake project work to support broader HR initiatives and priorities.
- Generate and interpret workforce data to provide meaningful insights. This includes preparing reports and analysing data to support decision-making.
- Maintain accurate records on the HR systems at all times, ensuring data integrity and compliance with GDPR and data protection policy.
- Any other reasonable duties assigned by the HR Executive Leadership team.

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.

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 HR Services Manager

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	Proven experience in delivering generalist HR advice and support across a range of employee relations and lifecycle activities.	1,3
	Experience managing employee lifecycle processes within a complex organisation.	1,3
	Experience of maintaining confidentiality and compliance with GDPR.	1,3
Skills and abilities	Commitment to high levels of customer service and providing positive employee experience.	1,2,3
	Proven ability to work on own initiative and collaboratively within a team.	1,2,3
	High level of integrity and professionalism.	1,2,3
	Ability to prioritise tasks and work under pressure to meet deadlines.	2,3
	Excellent interpersonal and communication skills, with the ability to build effective working relationships at all levels.	2,3
	Solution focused and proactive approach to problem-solving.	1,2,3
	Commitment to equity, diversity and inclusion.	1,2,3
	Strong working knowledge of employment legislation.	1,2,3
	Confident in using HR Systems and utilising IT software such as Microsoft 365	1,2,3
Qualifications	A level education or equivalent experience	1
	CIPD Level 5	1
Other		

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Administrative Services grade 5. The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/az/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/>