

## Human Resources Adviser

Job Ref: REQ260144

### School/Department summary:

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 Family and 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 outlined in the document.

## Organisational Responsibility

Reports to the: HR Services Manager

Direct Reports: N/A

Budget Responsibilities: N/A

## Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 – Criteria measured at 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
	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	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3

## Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

## Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every person's right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

## Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic and Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

## Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

**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.**