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| Role | HR Officer/HR Adviser | | |
| Standardised job description code | GENHR-03 | Grade | 6 |
| Role Purpose | | | |
| The purpose of this role is to take ownership of HR processes within the department, providing expert advice and practical support to managers and staff while ensuring compliance with employment law, University policy and Home Office regulations. The postholder independently resolves issues, manages or oversees recruitment and payroll processes, and contributes to departmental HR planning by analysing data and producing reports to inform decision-making. By leading on designated areas of responsibility, the role helps maintain high standards of service delivery and supports the continuous improvement of HR operations across the department. | | | |
| Grade Descriptors | | | |
| [high level core purpose commensurate with grade descriptor] =not to be edited | | | |

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| * Independently resolves issues, demonstrating proactive problem-solving skills. |
| * Participate in collaborative decision-making processes suggesting and implementing enhancements to existing procedures. |
| * Takes ownership of the quality assurance within a designated area, establishing and refining protocols as necessary. |
| * Conducts detailed data analysis, producing concise reports and factual documentation to support informed decision-making |
| * Applies expertise to address complex challenges, leveraging specialized skills and knowledge |
| * Contributes sections to comprehensive reports and publications, ensuring accuracy and relevance of information presented. |

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| **CORE RESPONSIBILITIES [high level work which applies to multiple employees]** |
| Guidance on what can be changed can be found in the Toolkit for Managers & HR  Changes to core responsibilities must be checked and verified at local HR level to ensure edits are appropriate and remain within grade descriptor boundaries described above |
| **HR Service & Administrative Support** |
| * Act as the first point of contact for managers and staff, providing expert HR advice and guidance on a wide range of employment matters and interpreting policy and employment law as required. |
| * Support managers in managing change and handling straightforward employee relations cases, ensuring alignment with University policy and escalating complex cases appropriately. |
| * Analyse HR data to identify trends and provide reports to inform departmental decision-making, including regular updates for senior management. |
| * Plan, implement, and update departmental HR policies and procedures in areas such as induction, probation, right-to-work compliance, visitor processes, and absence management. |
| * Provide clear and tailored communications to staff and managers, including briefings on policy changes, legislative updates, and HR procedures. |
| * Supervise and support less experienced HR colleagues to ensure effective service delivery within the department. |
| **Recruitment & Induction** |
| * Advise managers on staffing requirements, taking into account departmental strategy, workforce planning, and budgetary considerations. |
| * Lead or oversee the end-to-end recruitment process, including drafting job descriptions and advertisements, ensuring compliance with University guidance and employment legislation, coordinating selection activities, and overseeing the production of appointment letters and contracts. |
| * Deliver induction sessions and HR briefings for new starters, ensuring a smooth onboarding experience and adherence to compliance requirements. |
| * Oversee the administration of visa applications and right-to-work checks during the recruitment process, ensuring all documentation and procedures meet Home Office and University standards. |
| **Compliance** |
| * Ensure compliance with employment law, University HR policies, and Home Office regulations in all HR processes, maintaining departmental standards and proactively identifying areas for improvement. |
| * Monitor immigration and right-to-work procedures, visa expiry dates, payroll deadlines, statutory pay, and working time regulations, ensuring appropriate action is taken. |
| * Oversee probation, fixed-term contract, absence, annual leave, and appraisal monitoring processes, ensuring records are accurate and managers are prompted to take timely action. |
| * Maintain oversight of payroll processes, ensuring accuracy, appropriate funding allocation, and adherence to deadlines. |
| * Keep up to date with relevant legislative and policy developments through training and professional development. |
| Teamwork & Development |
| * Build and maintain positive and collaborative relationships with departmental staff, HR colleagues, and divisional working groups to share best practice and ensure a consistent HR approach. |
| * Act as a knowledgeable point of reference within the department, supporting and developing colleagues where appropriate. |
| * Contribute to the continuous improvement of HR processes and service delivery, suggesting and implementing enhancements within the department. |
| * Actively pursue professional development to maintain and enhance specialist HR knowledge (e.g., employment law, Home Office regulations, HR systems). |
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| Selection Criteria ESSENTIAL [defined by SJD] |
| * Experience of working in an HR team or role, with responsibility for managing HR processes. * Hold, or be working towards, a postgraduate qualification in HR or a related field (e.g., CIPD) or equivalent experience. * Sound knowledge and practical experience of applying UK employment law and Home Office visa regulations. * Proven experience using HR information systems to produce and interpret management information. * Strong numeracy and data analysis skills, including confident use of Excel or HR systems to produce reports and insights. * Excellent communication skills, with the ability to explain policies and procedures clearly and accurately, both verbally and in writing. * Proven ability to build professional and effective relationships with a range of stakeholders. * Demonstrable commitment to providing a high level of customer service. * Willingness to undertake ongoing professional development and training. |

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| Desirable |
| * Educated to degree level or equivalent skills and experience * *[if relevant, with a team:] Experience of supervising and developing colleagues* |

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| Date |  |
| Edits to core responsibilities checked & verified against grade descriptor by {Departmental HR contact}: |  |