



Job Title: Senior HR Advisor

Grade: 7

Salary: £39,906 to £46,049 per annum (pro-rata)

Department: Human Resources

Contract/Hours: Part-time (30 hours per week, 0.8 fte), permanent

Job Family: Management and Administration

Reference: 13530

Role Purpose

You will provide an efficient solutions-focused service across the university and provide effective and efficient generalist and/or specialist HR support to members of staff.

Main Duties and Responsibilities

- Provide an effective and efficient HR generalist or specialist service to staff members.
- Provide accurate, effective and pragmatic advice to Line Managers on the management of employee relations issues and cases such as discipline, grievances and performance.
- Coach and guide Managers on specific people issues, e.g. conduct, attendance management, discipline and/or grievance.
- Contribute to delivering the key strategic priorities in our People Strategy.
- To engage with key stakeholders, including our recognised trade unions, in the development / review and negotiation of people policies and procedures using an open and collaborative approach to identify, understand and manage expectations, feedback and differences of opinion with a focus on resolution.
- Deliver projects designed to achieve HR Division or organisation wide goals and objectives
- Maintain and manage an HR/Employee Relations caseload to ensure that cases are resolved in a timely and efficient manner.
- Contribute to the delivery of HR Advisory workshops on employment related topics for line managers.
- Take a lead on revising and developing policies, processes and guidance in accordance with current legislation and best HR practice and to implement and monitor those policies and procedures once approved.
- Use specialist knowledge to interpret policies and procedures to provide advice to operational line managers and staff on a full range of Human Resources issues including employee relations, training and recruitment and selection.
- Deliver operational excellence and develop excellent relationships with key stakeholders.
- Participate in project/Task and Finish Groups to contribute on key strategic initiatives.
- To monitor, interpret and analyse complex HR data and provide information for managers as required on any HR related issues.
- Assist in the recruitment and selection processes for senior staff in the Colleges and Professional Services Division.





Internal and External Relationships

- Regular liaison with Senior Management Teams whilst also interacting with the Director of HR and senior HR colleagues
- Heads of Departments/Heads of School
- HR Advisory, Recruitment, Organisational Development, Health and Wellbeing and Equality, Diversity and Inclusion teams
- Legal team and external legal advisers
- External partners, for example, University Hospitals of Leicester NHS Trust
- Departmental Operational Managers and staff
- Payroll and Pensions team

Planning and Organising

You will be responsible for planning for weeks and months ahead.

Qualifications, Knowledge and Experience

Essential

- CIPD Level 7 with substantial equivalent experience in a similar role*
- Educated to degree level, or vocational equivalent
- Significant and recent experience of operating in an HR Adviser role in a large organisation which recognises trade unions*
- Experience working as a HR Advisor within an organisation with a matrix management structure*
- Experience working as a HR Advisor within an organisation with complex governance and regulatory requirements*
- An up-to-date and comprehensive knowledge of employment law and its application across the full range of HR issues*
- Significant experience in complex and broad HR caseload management*
- Experience of operational HR*
- Experience of coordinating projects in complex and challenging environments
- Experience of handling difficult situations
- Has an in-depth knowledge of employment law, policy and application.
- Knowledge and experience of general office IT systems
- Proficiency with Microsoft Office applications, including Word, Excel and PowerPoint

Desirable

- Experience of working in a fast-paced environment
- Experience of working in Higher Education
- Experience of effectively redesigning ways of working
- Successful experience of working on HR projects or HR parts of wider projects
- Successful experience of revising and developing policies and processes





Skills, Abilities and Competencies

Essential

- Able to make timely, quality recommendations or decisions even if they are difficult or unpopular
- Proficiency with Microsoft Office applications, including Word, Excel and PowerPoint
- Ability to clearly express ideas and transmit information through various format
- Ability to provide feedback, coaching and appropriate learning opportunities to improve colleagues' performance and potential
- Ability to build strong and effective professional relationships quickly
- Ability to meet deadlines, whilst progressing a number of different and separate tasks simultaneously
- Strong attention to detail in order to produce high quality output in a timely manner.
- Ability to work both independently and as part of a team, including providing support to colleagues where required
- Excellent oral and written communication skills with the ability to express ideas and information in a user-friendly, confident, organised and articulate manner.
- Excellent all-round interpersonal skills and the ability to deal with customers and stakeholders professionally and confidentially.
- Able to maintain effectiveness during periods of change.
- Able to work sensitively and co-operatively within both the immediate work group and other groups/departments and externally where appropriate.
- Able to consider the customer requirements and deliver mutually effective solutions
- A proactive and flexible approach to work
- ***Criteria to be used in shortlisting candidates for interview**

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity





We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

