



**Job Title:** HR Adviser  
**Grade:** 6  
**Salary:** £32,296 to £36,924 per annum  
**Department:** Human Resources  
**Hours/Contract:** Full-time (part-time of 0.8FTE or a job share will also be considered), Permanent  
**Job Family:** Management and Administration

## Role Purpose

Along with providing high-level general administration and end-to-end support for the employee life cycle, you will also provide an efficient solutions-focused service providing effective and efficient generalist HR support to Managers predominantly within the Commercial Trading Areas of the University.

### Main Duties and Responsibilities

- To provide advice and guidance to Managers in relation to employee relations activities, recommending effective solutions in line with organisational policies, processes and best practice
- In conjunction with other members of the HR team, document internal HR processes; and participate in process review activities as required, identifying the most effective way to process transactions, making use of automation where appropriate
- Supporting the Senior HR Management Team on a range of HR related projects and policy documentation guidance
- To provide high-level general administration support in relation to employee Lifecycle for staff predominantly within the Commercial Trading Areas of the University, this will include supporting the recruitment process, documenting and processing contractual changes and updating the relevant HR systems when required

### 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
- HR Advisory, Recruitment, Organisational Development and Equality, Diversity and Inclusion teams
- Legal team and external legal advisers
- Departmental 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**

- At least Level 5 membership of the CIPD\*
- OR**
- Broad experience acquired through on-the-job experience, in a HR or L&D role\*
- Detailed knowledge of the full MS Office suite, particularly Outlook, Word and Excel\*
- Experience of working independently and dealing with unforeseen problems and circumstances.
- Experience of working in a customer-focused environment\*
- Comprehensive knowledge of relevant legislation such as employment rights, data protection etc.
- Experience of interpreting data and recognising issues\*

**Desirable**

- Experience of working with business process re-engineering tools
- Additional HR or L&D related qualification
- Knowledge and/or experience of using a bespoke HR database such as SAP

**Skills, Abilities and Competencies**

**Essential**

- Strong personal resilience
- Able to plan work so that results are achieved on time
- Able to make timely, quality recommendations or decisions even if they are difficult or unpopular
- Ability to clearly express ideas and transmit information through various formats\*
- Ability to provide feedback, coaching and appropriate learning opportunities to improve colleagues' performance and potential\*
- 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
- Able to demonstrate accuracy and a high level of attention to detail
- Effective oral and written skills in order to communicate effectively

**\*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

### Equality and Diversity

We believe that equality, 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.

