



## JOB DESCRIPTION

**Job Title:** HR Adviser **Accountable to:** HR Operations Manager  
**Contract Length:** 6 months **Hours per week/FTE:** 35 **Weeks per year:** 52  
**Salary:** £28,274 - £34,515 per annum **Grade:** 3  
**College/Service:** Operations and External Affairs/HR **Location:** High Holborn

### Purpose of Role:

The HR Adviser provides professional HR advice and expertise across HR Services and will be required to work on a variety of activities depending on the workload and priorities of the University. They manage and carry out the administration of UAL's human resources' policies, procedures and programmes. Their role is to support individuals across UAL on people and organisational matters through advice, coaching and support and to ensure that they operate effectively and appropriately including meeting mandatory requirements, and that individuals and team act in the interests of UAL and within the "band of reasonableness."

The post holder will demonstrate a strong commitment to achieving optimum outcomes, ensuring that UAL acts as a good employer and meets all of its relevant obligations.

The post holder will work closely with colleagues in Business Partnering and People Strategy. They will be managed by the HR Operations Manager but professional leadership of their work will come from the AskHR Team Leader and other colleagues depending on the activities they are undertaking.

### Duties and Responsibilities:

- Maintain an understanding of the primary and secondary client groups to which they are linked.
- Provide advice, coaching, guidance to individuals and help resolve routine and more complex issues and people related problems across the University including through the ASKHR Service, be this via written medium, telephone, video or face to face, on a wide range of HR topics. Examples are: development, performance, leave (annual, special, maternity, etc), workplace adjustments, welfare and wellness, health & safety, compensation etc.
- Ensure that decisions relating to staff in the University are taken by managers in accordance with good practice, with clear rationale and within a band of reasonableness so that UAL meets its relevant obligations. The post holder will be expected to escalate issues as necessary.
- With guidance, manage any and all ER case work that is allocated to them.
- Assist in the talent acquisition and recruitment process.
- Support the employee onboarding process and delivery of training that is within their area of professional expertise and experience.
- Undertake HR administration accurately and in a timely manner as required e.g. Payroll and contractual changes, iTrent administration
- Maintain employee files and records in electronic and paper format.
- Operate and administer HR programmes. For example, established training & development, coaching, performance management, pay reviews, etc.
- Support the people aspects of change programmes across UAL.
- Support colleagues within the People Strategy hub in the development of HR programmes and frameworks.
- Gather and analyse data with useful HR and business metrics and produce written reports.
- To participate in the development of the University's HR Service, to undertake continuous personal and professional development and to support the development of colleagues.
- Work within the University's policies and in particular to:
  - Perform such duties consistent with your role as may from time to time be assigned to you

- anywhere within the University
- Undertake health and safety duties and responsibilities appropriate to the role
  - Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
  - Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
  - Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
  - Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required will include:

- Individual employees
- External and internal partners including trade unions locally and nationally
- Colleagues within the HR Team, particularly HR Ops Manager, ASKHR Team Leader, HR Consultants and other HR Services team members
- Pro-Vice-Chancellors
- Head(s) / Director(s) of Service
- Director(s) of College Administration
- Director(s) of Change Management
- Deans
- Managers

**Specific Management Responsibilities**

**Budgets:** None.

**Staff:** None.

**Other:** None.

**Job Title: HR Adviser****(Qualities are Essential unless shown as Desirable)****Grade: 3**

<b>Person Specification</b>	
Specialist Knowledge/ Qualifications	A broad range of HR knowledge and experience of managing key aspects of the employee life cycle (e.g. contract variations, sickness, maternity leave).  CIPD Qualified - Assoc. Member (Desirable).  Specific knowledge relevant to the HE sector (e.g. pensions) (Desirable).
Relevant Experience	Solid experience of providing professional advice and guidance to employees at all levels.  Previous experience of working within an HR Operations, 'Shared Service' or Helpdesk environment.  Experience of HR administration and record keeping including HRIS systems.  Experience of working on ER case work (desirable)
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Planning and managing resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student experience or customer service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

**Last updated: July 2018**