



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Employee Relations & Policy Manager, Human Resources



Salary: Grade 8 (£41,526 – £49,553 p.a.)

Reference: CSHRS1059

We will consider flexible working arrangements

Employee Relations & Policy Manager

Human Resources

Are you an experienced HR professional with an interest in Employee Relations and policy development and implementation? Can you demonstrate effective relationship management and influencing skills? Do you want to bring your knowledge of HR best practice to one of the largest higher education institutions in the UK and join a HR team committed to delivering an ever-improving service?

You will bring your knowledge of HR best practice to a HR team committed to delivering an ever-improving service. Our University is renowned globally for the quality of our teaching and research, and has an ambitious vision for the future. With responsibility for the development and implementation for an ER strategy this role is critical in enabling the University to deliver its ambitious vision.

What does the role entail?

As Employee Relations & Policy Manager, your main duties will include the following:

Employee Relations

- Developing and leading the effective implementation of a holistic ER approach to support the HR and University's strategy, goals and objectives;
- Ensuring constructive relationships and practices with the recognised trade unions to support effective implementation of University and HR objectives within a stable IR environment;
- Chairing TU meetings and ensuring the effective organisation, planning and recording of formal meetings;
- Advising HR Colleagues on ER related matters, including but not limited to legislation, best practice, TUPE and change implementation processes;
- Responsibility for strategy and oversight of escalated cases across the University including Employment Tribunal cases to ensure appropriate actions are taken to treat people fairly and minimise the risk and exposure to the University – reputational (internal & external) and financial;
- Representing the University of Leeds at regional and national networks to share ideas, practice and collaborative working to minimise IR issues;
- Ensuring effective and efficient record keeping and governance of documentation.



Employment Policies and Procedures

- Ensuring compliance with appropriate employment legislation and best practice which underpins and drives the desired culture and behaviours of the University;
- Overseeing and guiding the HR team in formulating and interpreting employment policies, practices and procedures which ensure fairness and consistency of implementation;
- Overseeing the review of employment policies, practices and procedures including, as appropriate, development and implementation of a harmonised approach;
- Ensuring legislative changes are effectively translated and implemented as appropriate for people related matters &/or policies;
- Ensuring effective and efficient record keeping and governance of documentation;
- Working with colleagues across the directorate, designing and delivering HR/OD&PL training/facilitation to support the introduction and implementation of new policies and guidance.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade.

What will you bring to the role?

As Employee Relations & Policy Manager you will have:

- Level 7 Advanced CIPD status or equivalent;
- Significant generalist HR experience and understanding – HR business partnering, reward, employee relations, policy;
- Excellent written and verbal communication skills;
- Proven experience in effectively managing complex and challenging trade union relationships including leading consultation and negotiation processes;
- Experience of change management strategy and implementation eg. organisational development, TUPE, redundancy, outsourcing;
- Thorough understanding, interpretation and practical implementation of UK employment law;



- Experience of interpreting, advising and guiding on complex employment situations/ cases;
- Experience in consultation, negotiation and dispute resolution – ACAS, employment tribunals and settlement agreements etc;
- The ability to lead and deliver through others in a line management capacity and by working in partnership with those in other teams;
- Experience of building and maintaining effective relationships and alliances within HR and across the wider organisation;
- Effective decision-making skills, identifying best options and bringing creativity to problem solving;
- Coaching skills.

How to apply

You can apply for this role online; more guidance can be found on our [How To Apply](#) information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Helen Roden, Director of Reward & Employee Relations

Email: H.Roden@leeds.ac.uk

Additional information

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) section.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) section or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

