Facilities Directorate
Human Resources and People Development Team

Human Resources Officer

An exciting opportunity has arisen for a self-motivated, proactive individual with non-bureaucratic solution focussed approaches, to work as a Human Resources Officer within the Facilities Directorate (FD).

You will assist in the provision of a comprehensive, proactive HR service, under the direction of the HR Manager. You will be fully CIPD qualified with excellent written, communication and interpersonal skills as well as being skilled at handling challenging conversations and situations. You will have experience of interpreting and applying HR policy, employment legislation and good employment practices. You will also have a proven track record in delivering practical results and the ability to work under pressure, to tight deadlines and prioritising workloads.

University Grade 7 (£31,342 - £37,394 p.a.)

For informal enquiries please contact Josie Ormston, tel +44 (0)113 343 8810, j.f.ormston@adm.leeds.ac.uk

Closing Date: Tuesday 31 March 2015

The selection process for the role will take place on Friday 24 April 2015

Ref: FDHRM1000

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs
Job Description

Responsible to: HR Manager
Accountable to: Director of Human Resources

Main purpose of the post:
To support the HR Manager in all aspects of HR work across the Facilities Directorate. Taking responsibility for HR operational enquiries and leading on specific projects and initiatives as directed. There is a significant amount of casework.

Main duties and responsibilities

- Provide effective support to the HR Manager on all aspects of HR work and activity
- Provide practical advice, help and support in the implementation of employment policies and procedures
- To provide expert advice on role analysis
- To be involved in all aspects of Recruitment and Selection, including advising on effective recruitment practices and involvement in appointment panels as a member
- To be pro-active in the management of sickness absence including attending sickness review meetings with staff and managers, assisting with referrals to occupational health and drafting all appropriate correspondence
- To assist in the management of fixed term contracts and advise managers accordingly re the fixed term workers regulations and relevant University policies as well as attending staff consultation meetings as required
- Provide day to day advice and coaching to managers, including management of complex casework in respect to grievance, disciplinary and capability issues, and attending hearings as appropriate
- Provide advice and help to managers and staff on Terms and Conditions of Service
- Be pro-active in supporting the delivery of equality and diversity plans (attending the Facilities Directorate Equality and Inclusion Committee meetings as appropriate)
- Coordinate promotion applications, including supporting and advising on the process and criteria, grading of roles and attending Promotion Panel meetings as and when appropriate
- Actively promote and engage with the University’s People Management Framework (http://www.leeds.ac.uk/hr/development/pmf.htm) to ensure high standards of employment practices and staff management
- Be involved in the continued operation of the University staff review and development (appraisal) scheme, for example by monitoring completion rates
- Assist in the continued promotion and implementation of the University redeployment framework
- Work effectively with Trade Unions ensuring relevant consultation and negotiation takes place
- Be involved and run workshops and training activities on a range of HR matters as required
- To be involved in project work as directed by HR Manager
- To be involved in the development and review of HR policies and procedures
- Establish and maintain close working relationships with colleagues within and outside of the Directorate, including external contacts
- To undertake any relevant training
- Maintain a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments
- Undertake any other duties commensurate with the grade as might reasonably be required

**General Statement:**

All members of the HR team will:

**Strategy:** have an awareness of the University and HR strategies and understand how their area of work relates to the achievement of the strategy.

**Service:** be committed to providing the best possible service; ensure that service is adaptable to meet the changing needs of customers and is in line with the Equality and Diversity Statement of the University.

**Personal:** have an understanding of HR issues and of the importance of team work; be willing to support colleagues by undertaking tasks outside their normal role where necessary; show a commitment to personal and team development; present a professional image of themselves and their team.

**Career Expectations**

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - [http://jobs.leeds.ac.uk](http://jobs.leeds.ac.uk) - to allow staff to apply for wider career development opportunities.

**University Values**

All staff are expected to operate in line with the University’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University’s strategy and values is available at [http://www.leeds.ac.uk/comms/strategy/](http://www.leeds.ac.uk/comms/strategy/).
Person Specification

Essential

- Be a qualified CIPD professional (Level 7 Advanced)
- Ability to work independently with limited supervision
- Significant experience of dealing with complex case work
- Practical experience of working in an HR environment at a level where there is impact from individuals decision making
- Experienced in the proactive management of sickness and absence
- Demonstrable excellent verbal and written communication skills with the ability to quickly build rapport with managers and staff
- Be oriented towards problem solving and be able to find practical solutions to complicated and difficult issues
- Be able to find practical ways of implementing employment policies and practices and legislation in ways which reflect and promote best equal opportunities practice
- Have experience of using HR information systems and be able to interpret and analyse statistical HR data
- Be flexible and non-bureaucratic in their approach to work
- Be imaginative and have the ability to think laterally
- Be able to work effectively and co-operatively as part of a team but, where necessary, also to be able to take appropriate decisions independently
- Experienced in managing sensitive situations and conversations
- Experience of the recruitment cycle from advert to interview
- Demonstrable ability to establish priorities and to balance competing workloads
- Be enthusiastic, self-motivated and resilient in dealing with difficult situations

Desirable

- Knowledge of relevant HR issues within Higher Education
- Previous experience of working in Higher Education
- Experience of consulting and negotiating with trade union representatives
- Knowledge and experience of role analysis
Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at http://partnership.leeds.ac.uk

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions must indicate this in the ‘other personal details’ section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located on the University campus. Disabled applicants wishing to review access to the buildings are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.