



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Human Resources Manager, Human Resources



Salary: Grade 8 (£41,526 - £49,553 p.a. pro rata)

Reference: CSHRS1065

1 x Part time 0.8fte, fixed term to 31 May 2020 maternity cover – secondment will be considered

1 x Full time, ongoing

The posts will initially be based in Faculty of Medicine & Health/Faculty of Biological Sciences and Professional Services

Human Resources Manager

Human Resources

Are you an experienced HR professional who is able to develop and deliver workforce solutions to address organisational challenges? 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. The HR team has a significant part to play in championing and supporting the delivery of that vision.

Partnering with our leaders, you will be embedded within an area of the organisation (initially the Faculties of Medicine & Health, and Biological Sciences), offering advice and challenge; developing engaging workforce strategies which promote organisational improvement; managing changes effectively and delivering an efficient and effective “business as usual”. Working collaboratively with colleagues across the whole HR team to support the delivery of a consistent and quality service, you will also be required to take a lead on service wide HR strategic initiatives.

With an Advanced (Level 7) CIPD qualification (or equivalent) and a track record of leading and delivering a range of innovative HR solutions, you will bring strong commitment to service excellence and continuous service improvement.

What does the role entail?

As Human Resources Manager, you will be:

- Working in partnership with senior leaders to understand the strategic imperatives and challenges facing a specific area of the university;
- Using a range of workforce information to anticipate and identify areas for targeted HR/OD intervention, influencing the relevant stakeholders to gain acceptance and buy-in;



- Ensuring that workforce strategies are put in place which support the delivery of business objectives, including workforce planning and resourcing; change management; staff engagement and ways of working; leadership and staff development; performance management and succession planning;
- Providing support and advice on the full range of employment issues in line with the University's policies and procedures, ensuring the fair and consistent treatment of staff. Specifically you will be required to advise on the more complex cases or those being managed in the advanced formal stages;
- Designing and delivering HR/OD training/facilitation to support staff development, engagement and change management, working with colleagues from across the HR Directorate as necessary;
- Leading and developing HR staff to deliver the HR service and new initiatives as part of a consistent university-wide HR service, coaching and mentoring to ensure the service we deliver is continually improving;
- Acting as an advocate for the whole HR Directorate, working to promote and deliver the wider workforce agenda including equality and inclusion, organisational development and professional learning, wellbeing, safety and health;
- Taking a lead on specific projects on behalf of the whole HR service for example, process improvements, change programmes, the introduction of a new policy, major recruitment initiatives;
- Working in partnership with colleagues in other professional services and/or academic areas, including Trade Union Representatives, collaborating and engaging to deliver creative and effective solutions in complex and often unprecedented circumstances.

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 of the post.

What will you bring to the role?

As a Human Resources Manager you will have:

- Level 7 Advanced CIPD status or equivalent;
- Generalist HR experience working as a business partner in a large, complex and unionised organisation;



- A track record of leading and delivering a range of innovative HR solutions in complex situations to impact business outcomes;
- Experience of providing HR leadership in the successful implementation of workforce change, including workforce redesign and re-organisations;
- Effective interpersonal skills and personal and professional credibility to influence and have a positive impact at all levels of the organisation;
- Experience of building and maintaining effective relationships and alliances within HR and across the wider organisation;
- The ability to assess and interpret data; to understand the strategic and cultural context and anticipate workforce implications and risks;
- Experience that demonstrates your ability to work collaboratively as a member of a team, taking an active lead role on behalf of others;
- A track record of leading and delivering through others in a line management capacity and by working in partnership with those in other teams;
- Experience of and a strong commitment to service excellence and continuous service improvement;
- The ability to adapt and be resilient when faced with the demands of delivering a complex role in a busy and dynamic environment;
- A proven commitment to your own personal and professional development, demonstrating self-awareness and an ability to reflect and adapt.

You may also have:

- Worked in Higher/Further Education and/or NHS partnerships;
- Knowledge of the HR processes and procedures associated with clinical academic staff.

How to apply

Please send expressions of interest evidencing how your skills and experience meet the Person Specification for the position (1-2 sides A4 maximum) together with your CV to:

Rachel Murphy, Head of HR (Medicine & Health, Biological Sciences)

Email: R.M.Murphy1@leeds.ac.uk



Contact information

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

Rachel Murphy, Head of HR (Medicine & Health, Biological Sciences)

Email: R.M.Murphy1@leeds.ac.uk

Or

Ruth Buller, Head of HR (Professional Services)

Email: R.Buller@leeds.ac.uk

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page 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.

