

Human Resources Advisor

Job Description

The Role

Job title:	Human Resources Advisor
Department:	Human Resources
Responsible to:	Director of Human Resources
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 6: £28,759-£33,965 per annum, dependent on experience
Term:	Full-time, permanent. Flexible working considered
Relationships with:	Managers and staff; external partners including Occupational Health, training providers and external recruitment agencies

Purpose

The HR Adviser will support the delivery of a tailored HR service across the University. Working closely with line managers they will provide support and guidance to resolve people related matters at the earliest opportunity. This is a generalist role, and the HR Advisor will be flexible in the tasks which are undertaken as part of the role, undertake projects and work collaboratively with the HR team to ensure that a high quality recruitment, selection and onboarding process is in place and efficient HR administrative support service is provided.

This is pivotal to driving the consistency of application of all people practices at the University, and will enable the continual sharing of best practice.

Key Responsibilities

1. Provide advice and guidance to line managers and staff on all people related matters with the aim of minimising risk to the University and maximising employee engagement. Support the resolution of identified issues at the earliest possible opportunity, advising on use of informal resolution methods wherever possible.
2. With guidance, provide HR advice and support in relation to discipline and grievance, performance management, organisational change and training and development in accordance with the RAU's policies and procedures.

- 3.** Work with managers and staff to ensure effective reporting, recording and monitoring of sickness absence in accordance with the University's policy and facilitate a proactive approach to absence management to support wellbeing.
- 4.** Work closely with the HR & Recruitment Co-ordinator and HR & Recruitment Administrators to proactively and efficiently manage recruitment campaigns to ensure the University is recruiting and selecting the best candidates to meet its overall strategic aims. Advise and guide hiring managers on the most appropriate and effective attraction and selection strategies and provide direction and guidance with onboarding, induction and the management of probation.
- 5.** Support the introduction and revision of HR policies and procedures to ensure they are legally compliant and fit for purpose and identify potential improvements to current practice.
- 6.** Undertake and support strategic project work as required and contribute to planned activities including for example e-recruitment, HESA Staff Return, development of the HR system (iTrent), Annual HR Report, Equal Pay Audit, etc.
- 7.** Support the development of strong communication and feedback channels with all staff and through a variety of mechanisms, such as Our RAU News and employee surveys, to support employee engagement.
- 8.** Ensure all data on manual and computerised records are accurate and up to date and provide accurate and timely reports as and when required.
- 9.** Support the coordination, development and provision of appropriate training and development for staff, liaising with external training providers and promoting events.
- 10.** Ensure HR knowledge is up to date, including legislation, best practice and trends in HR especially across the Higher Education sector.
- 11.** Undertake job evaluation using the University's framework (currently HERA), with appropriate training and support.
- 12.** Carry out duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and evidence the University's commitment to sustainable ways of working.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Good level of education to A Level, or equivalent	E	A
CIPD Level 5 or equivalent experience	D	A
Experience of HR management system, ideally iTrent	D	A, B
Knowledge, Experience and Skills:		
Experience of providing HR guidance and support to line managers	E	A, B
An understanding of UK core employment legislation with the ability to interpret as necessary and provide effective advice	E	A, B
Ability to communicate clearly and accurately to a range of audiences	E	A, B
Experience in attracting, selecting and appointing staff across all levels of the organisation	E	A, B
An understanding of UKVI legislation and associated immigration matters	E	A, B
Excellent oral communication, influencing, negotiating and conflict resolution skills, with the ability to deal confidently with a range of people at all levels	E	A, B
Ability to exercise initiative and effective judgement	E	A, B
Self-motivated, with an enthusiasm for continuous service improvement and personal development	E	A, B
Ability to effectively manage a diverse workload in order to balance short and long-term deadlines and commitments	E	A, B
Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role	E	A, B
Exercise discretion, tact and diplomacy at all times, and upholding confidentiality in accordance with good practice and our obligations under the Data Protection Act and GDPR.	E	A, B

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website (www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Sarah Lower-Director of Human Resources Sarah.Lower@rau.ac.uk
- **Closing date:** 22nd November 2023 with **Interviews on:** 1st December 2023.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level