

JOB DESCRIPTION

Job Title: HR Adviser

Department: Human Resources

Reports to: HR Director

Purpose of role:

To act as a strategic business partner to a dedicated portfolio of Heads of Departments providing expert advice and guidance on HR best practice and taking a proactive role in dealing with casework ensuring compliance with UK law, best practice, College policies and procedures and decisions made by College Council and Committees.

Ensure the development and delivery of innovative, compliant, and best practise HR solutions to ensure Heads of Department/RCO's and their staff are able to fulfil the College's goals and objectives as determined by College Council and its Committees. This includes the full range of HR disciplines, including recruitment, absence management, performance management, administration, employee relations, and conditions of employment. The role holder will also support the Director of HR with policy development and the delivery of HR projects.

Key accountabilities:

Strategic Partnership

Build strong, trusted relationships with Heads of Departments to understand operational needs and workforce priorities.

Support the development and implementation of people plans aligned with College strategy.

Employee Relations, HR Governance and Management

Provide expert advice to managers on complex employee relations issues including disciplinary, grievance, performance, absence management, and dismissals.

Ensure managers follow fair and legally compliant processes in line with UK employment law and internal policies and procedures.

Partner with legal advisers where necessary on high-risk cases

Provide professional advice to employees on issues relating to their employment.

Recruitment, Selection, and Induction

Maintain regular contact with managers to establish staff recruitment requirements, advise on alternative strategies for fulfilling responsibilities of post and job design.

Monitor and evaluate the recruitment and selection process and advise and assist managers to ensure best recruitment practises.

Participate in recruitment interviews including advising interview panel on best practise and ensure compliance with Employment Law legislation.

Oversee/coordinate the drafting of letters of appointment and terms and conditions of employment ensuring compliance with current legislation.

Organisational Development & Change

Support organisational change initiatives such as departmental restructuring or revisions to shift patterns.

Advise on change impact, consultation processes, and risk mitigation.

Contribute to workforce planning and career pathways to ensure staffing approaches will meet future needs.

Database Management & HR Data and Reporting

Update, maintain and operate the Human Resource Information system (Cascade). Provide training and support to staff and managers on the use of the system.

Support the HR Director in the analysis of HR metrics (turnover, absence, engagement, etc.) and provide insights to support decision-making.

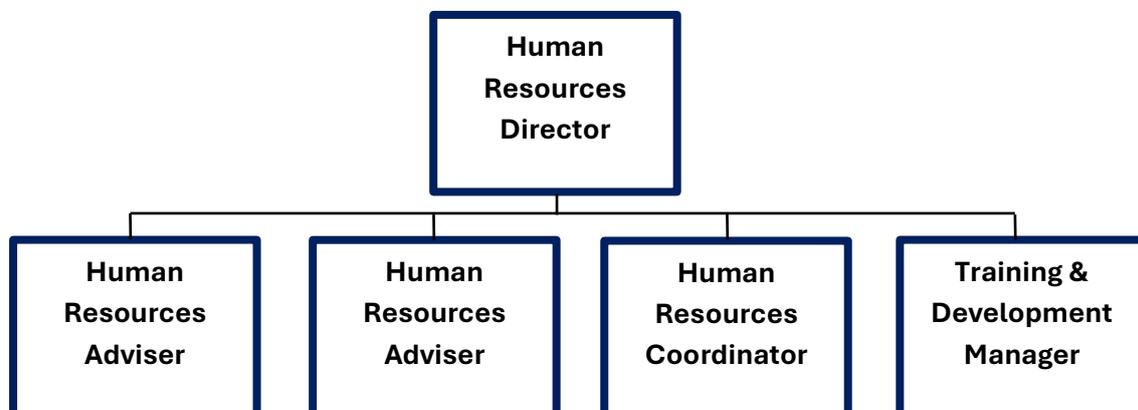
Financial

To ensure effective use and recording of resources within the HR budget.

Monitor staff expenditure requests in order to ensure that they remain within College establishment.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

Organisation Chart – HR Department



PERSON SPECIFICATION

Skills & Experience

Essential

- Strong generalist HR experience in a business partnering or advisory capacity and an understanding of Committee led organisations.
- Exceptional knowledge of UK employment law and HR best practice.
- Experience managing complex employee relations cases.
- Strong stakeholder management and influencing skills.
- Ability to interpret HR data and provide actionable insights.
- Experience supporting organisational change.
- Experience of Human Resource Information Systems (ideally Cascade) and developed IT Skills.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving skills.
- Strong administration and organisational skills.

Desirable

- Experience working in Higher Education.

Qualifications

Essential

- Educated to degree level and CIPD Level 5 or above (or equivalent experience).

Desirable

- Coaching or facilitation qualifications.

Personal Attributes

Essential

- Self-motivated, able to use own initiative.
- Confident to liaise with people at all levels.
- Discretion when dealing with confidential information and sensitive issues.
- Resilient and able to work under pressure.
- Friendly, approachable, and professional demeanor.
- A strong team player.
- Excellent attention to detail.

EMPLOYMENT DETAILS

Rate of Pay:	£55,000 - £59,000 per annum.
Hours:	36.25 hours per week, Monday to Friday.
Contract Type:	Permanent.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Cycle to Work Scheme:	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply. Staff are able to join the scheme after successful completion of their probationary period, subject to eligibility.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Childcare:	Access to a workplace nursery, subject to places being available.