JOB TITLE: HR ADVISOR (FIXED-TERM, PART TIME, MATERNITY COVER)

REPORTS TO: HR DIRECTOR

The role

The Human Resources department is responsible for the full range of HR functions for all staff at Cambridge Judge Business School including organisational structure, recruitment & retention, pay and grading, training & development, employment relations and performance management.

The HR Advisor, working with the other HR Advisor and HR Coordinators, is involved in assisting the HR Director in all of these areas, with specific responsibility for the full recruitment process for all staff from drafting adverts, conducting interviews, to inducting new starters, plus the administration of the recruitment process. The role holder is a main point of contact for academics applying for faculty positions including professorships and must therefore represent the Business School in a professional, positive and efficient manner.

The role holder will be required to deliver a comprehensive HR service, including advice on best practice, case-work, HR Management and other HR activities associated with driving forward the Departmental HR plan.

Main responsibilities

Employee relations

- In consultation with the HR Director provide advice to managers regarding staffing issues including capability, disciplinary, sickness etc.
- Make recommendations to line managers regarding how problems such as poor performance, high levels of sickness absence and inappropriate behaviour should be addressed and conduct meetings with the individuals concerned if necessary.
- Deal with sensitive staffing issues e.g. bullying and harassment allegations, escalating cases to the HR Director where appropriate.
- Act as facilitator in meetings between staff where there are problems/issues.
- Ensure Cambridge Judge Business School operates within employment law and best practice at all times.
- Conduct exit interviews and follow up with line manager as appropriate.
- Provide pastoral care to staff as required.
- Be a main point of contact for all academics, senior managers and line managers with regard to giving direction, advice and support on a complete range of HR matters including, specific, individual casework and relevant employment law and University policies.
- Manage HR casework and provide guidance and solutions in liaison with the other HR Advisor and HR Director and the School of Technology HR Team.
• Provide a responsive and high quality HR advisory service to all staff, recommending business and organisational improvements as appropriate.
• Identify training needs, advise managers on suitable training opportunities for staff and co-ordinate the provision of relevant training to all staff.
• Provide dedicated support to all managers on recruitment and selection procedures, and regulations, ensuring compliance with relevant legislation.
• Provide direction and advice to managers regarding University policies and HR issues including disciplinary, recruitment, absence, training etc.
• Manage sensitive staffing issues e.g. disciplinary processes and individual staff case work ensuring due diligence is applied at every stage of the process.
• Be involved in meetings with trade union and legal representatives on sensitive staffing issues.
• Ensure that all HR processes and procedures conform to University guidelines, UK employment law and best practice at all times and devise and implement revised processes and procedures when they do not.
• Provide a range of reports to senior managers/managers regarding key HR issues such as absence levels within the Division, and recommend appropriate follow-up actions.

Recruitment

• Preparation for recruitment:
  o With the recruiting manager, write job descriptions for new posts and arrange for them to be graded.
  o Prepare strategic justifications and other documentation as required, with the recruiting manager, and seek permission to recruit from the School of Technology and University as necessary.
  o Advise recruiting managers on the timing, timescale and process for recruitment and the terms of the contract such as whether posts should be fixed term or permanent, part or full time etc.

• Advertising:
  o Draft further particulars and adverts for new roles for approval from relevant recruiting manager.
  o Advise managers on suitable avenues for advertising including quotes where appropriate.
  o Ensure adverts are placed to meet the resident labour market test where a work permit may be required.
  o Place adverts and set up accounts with relevant advertising sites and agencies.
  o Be the first point of contact for all potential applicants making enquiries about vacancies.

• Interviews:
  o Arrange schedules for all interviews including booking rooms, catering, equipment and arranging presentations and exercises. Assist recruiting managers in planning and preparing appropriate exercises.
  o For academic positions arrange a programme of meetings with relevant faculty members and outside parties coordinating numerous diaries.
Arrange overnight accommodation where required and make travel arrangements for academic visitors.

For academic and professorial positions host the visitor and ensure they receive the best experience from the School. Attend interviews for Readership, Lectureship and Senior Lectureship positions.

Shortlist candidates with the recruiting manager, including agreeing and preparing the selection criteria and advising on the selection process.

Conduct interviews for senior academic-related staff and senior staff including Directors with recruiting line manager, including drafting selection criteria and interview questions. With other members of the selection panel make recruitment decisions such as who to offer a position to.

Take up references for all candidates and copy to relevant interview panel members and interested parties.

Liaise with headhunting and recruiting agencies regarding finding work opportunities for partners and spouses of candidates applying for academic posts.

Liaise with agencies specialising in relocating to Cambridge to support candidates and new starters in finding an accommodation and schools in Cambridge for their children.

New starters:

Complete work permit applications as required ensuring all the relevant documentation is sent to the Compliance Team in time for processing and arrival of new starter.

Organise induction programmes for all new starters and temps including meetings with relevant departments e.g. Head of Department, Director of Research, IT, Facilities, Library etc.

Conduct HR induction on first day for all new academic-related, academic and research staff.

Development and support

To provide management information to support senior management with their planning processes and making business decisions.

To ensure that recruitment and appointment decisions are aligned with current and future strategic aims and objectives of the Department.

To participate in HR related projects that support the implementation of change programmes across the Department in pursuit of its strategic aims and objectives (e.g. staff survey and Athena SWAN application).

Review Departmental recruitment requirements against current and future vacancies, obtain permission to fill and progress through the University system for both assistant and academic related roles.

To represent the Department on HR working Groups, steering groups and forums within the School of Technology and the University.

HR management

To ensure the delivery of professional advice, management reports, casework management, effective and efficient recruitment services and HR administration.
• To conduct regular meetings involving the School’s HR Business Manager and members of the Senior Management Team to report on issues and progress.

**Training and development**

• In consultation with the HR Director coordinate and arrange appropriate training events for staff.
• Recommend suitable training areas/subjects of benefit to staff members following a review of appraisals.
• Source and co-ordinate suitable trainers to deliver training.
• Manage the internal job swap/secondment process: collate applications, analyse skills required for roles and those to be obtained, consider where suitable matches may be and liaise with managers and employees to guide through the process.
• Monitor the effectiveness of job swaps/secondments and take action as appropriate if the arrangement does not work.
• Identify and suggest new training initiatives for the benefit of the staff and the School within the constraints of the training budget.
• Organise a series of internal training events for all staff.
• Deliver training to staff when required.

**Academic visitors**

• Manage the invitation of and arrangements for all academic visitors.
• Handle contractual paperwork and visa arrangements for all paid academic visitors.
• Attend meetings with managers of funds for particular paid academic visitor posts.
• Organise inductions for all new visitors.
• Be the first point of contact for any advice on procedure relating to paid visitors.
• Oversee the occupation of the School apartment in collaboration with the Accommodation Service.

**Deputy to the HR Director**

• In the absence of the HR Director represent the HR Team on working groups, steering groups and forums within the Department.
• In the absence of the HR Director be a first point of contact for any urgent queries.

**Other duties**

• Work with managers and staff to produce job descriptions and cases for regrading. Where necessary work with the HR Director and the member of staff and their manager to prepare for regrading appeal hearings.
• Manage the End of Fixed Term Contracts procedure by consulting with Principal Investigators and Researchers before contract is due to end.
• Carry out consultation meetings with staff whose contracts are coming to an end, and with their accompanied colleagues or a trade union representative.
• Advice on the probationary procedure when required.
• Produce purchase orders for all purchases ensuring correct coding is used and forward to accounts in a timely manner.
• With the HR Director produce and implement new guidelines that conform to University policy and also work within the culture of the School e.g. holidays, flexitime, overtime.
• Carry out projects as directed by the Human Resources Director e.g. revise the School appraisal procedure and forms; monitor trends in sickness absence and work with managers to address the issues identified; review the use of agency temps across the Business School and recommend alternatives to their use where the post holder determines it to be appropriate.
• Regularly review HR policies and processes on an ongoing basis in order to ensure maximum efficiency and effectiveness taking account of the organisational context. For example, updating and implementing the induction process and implementing an effective training process and guidance.
• Ensure managers are aware of the implications and effects of any proposed HR changes both in employment law and with regard to employee relations.
• Deliver training to managers on the latest HR changes and new policies.

The Person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:
• Educated to degree level standard.
• CIPD qualification or equivalent experience in an HR-related field essential.
• Experience of working in a busy, customer focussed generalist HR role.
• Experience of dealing with complex employee relations issues.
• Experience of how the University works, its policies and procedures is desirable.
• Up to date knowledge of employment law and good employment practice.
• Excellent communication and interpersonal skills with the ability to represent Cambridge Judge Business School and develop relationships with potential candidates. Excellent written and spoken English.
• Ability to communicate with colleagues at all levels within the School and the wider University; in addition ability to deal with a wide range of people from different backgrounds.
• Good inter-personal skills with proven ability to respond flexibly and sensitively to the needs of others; genuine care and concern for people.
• Ability to explain policies and procedures to a variety of audiences; in addition ability to adapt communication style depending on audience and situation as appropriate.
• Ability to empathise with staff and use tact, discretion and diplomacy.
• Ability to build and maintain strong relationships with all staff so that HR is approachable and utilised as appropriate.
• Ability to prioritise workload to meet multiple deadlines, forward plan and manage a number of task effectively and at the same time, able to work under pressure and remain calm and professional.
• Discreet with the ability to deal with complex and sensitive people issues.
• Proactive with the ability to use initiative and work independently with little supervision.
• Accuracy and attention to detail, ability to maintain this under pressure.
• Experience of working effectively as part of a team; ability to collaborate with others, identify problems and implement solutions.
• First class administrative skills including the ability to take minutes.
• Must be numerate for the production of spreadsheets and preparation of budgets.
• Strong IT skills including Word, Excel, PowerPoint and Outlook.

Benefits

This is a part-time position, 60 per cent full-time equivalent (FTE) and there will be a three month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £29,799-£38,833 per annum.

This is a temporary post to cover maternity leave. The funds for this post are available for one year or the return of the post holder whichever is the earlier. Internal applicants wishing to undertake a secondment are welcome to apply.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. Appointment within this range, will be determined by the suitability of the successful candidate.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 21 March 2018.
Applicants are required to provide details of three referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223)68497 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.