

JOB TITLE: ASSISTANT HR ADVISOR [TEMPORARY COVER]

REPORTS TO: HR MANAGER

Background

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

The Assistant HR Advisor, working alongside the other members of the HR team, is responsible for delivering a comprehensive HR and payroll function to all staff and line managers, including advising on and implementing various policies, advising on employee relation matters, maintaining accurate personnel data, as well as managing and advising on HR policies (probation, appraisals, sickness absence etc) all within HR best practice. The Assistant HR Advisor is responsible for managing the full recruitment process for Assistant, Academic Related, Academic and Research Staff. This entails grading new roles, drafting further particulars and adverts, conducting shortlisting exercises and interviews, and managing the onboarding of new starters.

The role holder is the first point of contact for all members of staff, providing the day-to-day function of the HR team, in addition to liaising with many external stakeholders.

The role

The Assistant HR Advisor is responsible for providing a full generalist HR service at CJBS. This includes recruitment, case work, and undertaking specific projects. They are also responsible for providing advice to managers and staff on employee relations matters in line with the University's policies and procedures, as well as assisting the HR Director and HR Manager to make changes to, and implement, policies and procedures.

The role holder will work closely with the HR Director, HR Manager, and the Departments' Senior Management team in order to contribute to the Departments' wider strategy and objectives. The role holder will support the implementation and delivery of an effective Human Resources strategy to be rolled out across the department.

Main responsibilities

Human Resources service

- Employee casework (including grievance and disciplinary procedures).
- Ensure that day to day processes and developments are underpinned with sound human resource management information and guidance.

- Work collaboratively with the School of Technology HR team and other areas of the University, ensuring policies and procedures are followed in line with best practice.
- Proactively promote good HR practice and employee relations in line with University policies and procedures.
- Give direction, information, advice and guidance to staff and management.
- Ensure current UK employment legislation and University best practice are embedded within the department.

Development and management support

- Provide management information to support senior management with their planning processes and in making business decisions.
- Ensure that recruitment and appointment decisions are aligned with current and future strategic aims and objectives of CJBS.
- Participate in HR related projects that support the implementation of change programmes across CJBS in pursuit of its strategic aims and objectives.
- Review departmental recruitment requirements against current and future vacancies, obtain permission to fill and progress through the University system for assistant, academic related, and academic roles.
- Represent CJBS on HR working groups, steering groups and forums within the School of Technology and the University.

Recruitment

- Act as first point of contact for academic staff recruitment in the HR team. Lead, guide and advise other HR colleagues on processes and procedures in regard to all stages of academic staff recruitment.
- Alongside other members of the HR team, manage all aspects and levels of recruitment. Review departmental recruitment requirements against current and future vacancies.
- Provide exceptional, consistent and seamless advice and support to managers requesting recruitment and staff planning, including providing counsel and advice to hiring managers on staff structure, and providing information on role profiles, salary matters in alignment with HR policy and employment law.
- Advise managers on recruitment best practice and acting as a key part of the decision-making process.
- Maintain an up to date candidate pipeline and proactively source candidates for future vacancies.
- Manage the approval process with the finance team and align the role with the departmental budget, write PD33s, prepare strategic justifications and other documentation to obtain permission to recruit from central HR.
- Plan recruitment campaigns alongside the recruiting manager, advise managers on suitable avenues for advertising including quotes where appropriate. Manage the advertising process using University systems and external sites.

- Manage the interview process, including shortlisting, sitting on the interview panel, negotiating offers, salaries and other non-contractual demands.

Onboarding and induction

- Complete work permit applications as required, including managing certificate of sponsorship (CoS) application paperwork, ensuring all the relevant documentation is sent to the Compliance team supporting the candidate with their application as necessary.
- Organise induction and training programmes for all new starters.
- Conduct substantial HR induction on first day for all new assistant, academic-related, and research staff, advising on relevant policies and answering in-depth questions relating to policies and procedures.
- Manage orientation process and act as first point of contact for probation or other issues.

Employee relations

- In consultation with the HR Director and HR Manager provide advice to managers regarding staffing issues including capability, disciplinary, sickness etc, ensuring due diligence is applied at every stage of the process.
- 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.
- 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, eg bullying and harassment allegations, escalating cases to the HR Director and HR Manager where appropriate.
- Act as facilitator in meetings between staff where there are problems/issues.
- Conduct exit interviews and follow up with line manager as appropriate.
- Provide pastoral care to staff as required.
- Manage HR casework and provide guidance and solutions in liaison with the HR Director, HR Manager 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.
- 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.

Training and development

- In consultation with the HR Director and HR Manager co-ordinate 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.

- 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 bespoke training events for all staff.
- Deliver training to managers on the latest HR changes and new policies.

Academic visitors and Fellows

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

Other advisory duties

- 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.
- With the HR Director and HR Manager produce and implement new guidelines that conform to University policy and also work within the culture of CJBS, eg holidays, flexitime, overtime.
- Revise the CJBS 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 CJBS 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.
- Ensure managers are aware of the implications and effects of any proposed HR changes both in employment law and with regard to employee relations.

Database management

- Manage the HR database, ensuring all information is up to date and accurate.
- Produce both regular and adhoc reports as required, eg headcount and sickness absence.
- Check the University HR System (CHRIS) to ensure requested changes to appointments are actioned correctly.

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/Level 6 vocational qualification (or equivalent level of practical experience).

- CIPD qualification (or equivalent experience in an HR-related field).
- Experience of working in a busy, customer focussed generalist HR role.
- Experience of dealing with complex and sensitive employee relations issues.
- Up to date knowledge of employment law and good employment practice.
- Strong IT skills including Word, Excel, Powerpoint, Outlook, MS Teams, Zoom.
- Ability to communicate with colleagues and stakeholders at all levels, and from a wide range of different backgrounds, using tact, discretion and diplomacy at all times.
- Excellent communication and interpersonal skills, with proven ability to respond flexibly and sensitively to the needs of others, demonstrating genuine care and concern for people.
- Ability to explain policies and procedures to a variety of audiences and adapt communication style depending on audience and situation as appropriate.
- Ability to build and maintain strong relationships with all staff, ensuring HR is approachable.
- Ability to prioritise workload to meet multiple deadlines, forward plan and manage a number of task effectively and at the same time, working under pressure and remaining calm and professional.
- Confident working independently with little supervision, as well as working effectively as part of the HR team. Working proactively and demonstrating initiative.
- Excellent accuracy and attention to detail, and the ability to maintain this under pressure.
- Excellent written and spoken English.
- First class administrative and organisational skills.
- Minute taking skills.
- Self-motivated and proactive with the confidence to initiate ideas.
- Collaborate with others, identify problems and implement solutions.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £29,614-£35,326 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

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 25 May 2022.

Applicants are required to provide details of two 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.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact hr@jbs.cam.ac.uk.

