



## ER & Policy Adviser



### Role Description

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<b>GRADE</b> Grade 4
<b>LOCATION</b> Sighthill, with some travel to other campuses.
<b>LINE MANAGER</b> ER & Policy Senior Adviser

#### Role Summary

The ER & Policy Adviser will provide advice and case management support to managers across the University on a varied portfolio of cases, referring to policies and employment law as appropriate.

The role holder will build relationships across the University and coach managers on people related matters, championing and embedding an early intervention/resolution approach.

Support the development, implementation and embedding of new processes and policies across the People Team including delivering manager workshops/colleague briefings.

#### Line Management Responsibility for:

This role does not have any line management responsibilities

## Main Duties and Responsibilities

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- Provide professional and expert advice, supporting managers and employees on the application of people policy, ensuring understanding of current legislation, best practice approaches and people policy principles.
- Ensure the effective management of allocated case activity including absence management, performance management, disciplinaries, grievances and conflict resolution, in line with current policy and legislation.
- Advise, support and coach managers in relation to people issues promoting and embedding an early intervention/resolution approach and culture. Use judgement to identify risk areas and continually seek opportunities for early interventions to reduce the number of escalated formal cases.
- Plan and organise investigation meetings and hearings including providing advice at investigation meetings and hearings.
- Coach managers in managing attendance related matters including pro-actively arranging occupational health referrals and provide guidance on the application of reasonable adjustments.
- Update relevant trackers, accurately capturing all allocated case related data and interventions and regularly monitoring these.
- Build and maintain positive relationships with trade unions and other key stakeholders.
- Deliver briefing sessions on policy changes and best practice approaches, e.g. attendance management; how to make a good referral; how to write a performance improvement plan etc.
- Regularly review and update content on company intranet employee relations pages and support the maintenance and review periods on the policy framework.
- Support the ER & Policy Partner by developing policy guidance content including 'toolkits' to support employees and managers in the interpretation of policy.
- Promote and embed equality of opportunity and diversity in all aspects of employee relations.
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



## PERSON SPECIFICATION

ESSENTIAL      DESIRABLE

### Education / Qualifications

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|---------------------------------------------------------------------------------------------|---|---|
| • Experience within an HR or People team, with a sound understanding of policy application. | ✓ |   |
| • CIPD qualified or willing to work towards achieving in a supportive learning environment. |   | ✓ |

### Skills / Experience

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| • Experience in a pro-active generalist HR role that includes providing advice to managers and case management support                                                                           | ✓ |   |
| • Experience of advising and coaching managers at all levels on the application of policy and people matters, including the interpretation of employment legislation.                            | ✓ |   |
| • Understanding the process of managing a varied ER case load.                                                                                                                                   | ✓ |   |
| • Ability to build positive relations with colleagues at all levels and trade union partners                                                                                                     | ✓ |   |
| • Knowledge of current and forthcoming employment legislation.                                                                                                                                   | ✓ |   |
| • Excellent oral and written communications skills and influencing skills.                                                                                                                       | ✓ |   |
| • Experienced in handling sensitive matters with tact and diplomacy. Confident and comfortable having difficult conversations, working professionally and discreetly with sensitive information. | ✓ |   |
| • Experience of delivering briefing and training sessions.                                                                                                                                       |   | ✓ |
| • Experience of working in a trade union environment.                                                                                                                                            |   | ✓ |