

Senior HR Advisor**Job Description**

1. **Job title:** **Senior HR Advisor**
2. **Hours:** **37.5 Full Time / Flexible Working options available**
3. **Salary:** **£35,724.00-£43,446.00**
4. **Reports to:** **Head of Human Resources**
5. **Direct reports:** **None**
6. **Job summary:** **Supports the day-to-day operation of the HR function**
7. **Key relationships:** **People managers, supervisors, College staff, Fellows, College Officers (Bursar, Senior Tutor, Dean)**
8. **Background**

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 1,000 students, more than 60 Fellows, over 50 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across all of the College's support and administrative operations.

The College is run by the Governing Body, consisting of the Principal, 48 academic Fellows, and the senior officers of the College such as the Senior Tutor and the Bursar. The members of Governing Body are the Trustees of the charity and have ultimate responsibility for the governance and operations of the College, although much of this is delegated on a day-to-day basis to a number of key committees and officers.

The HR Department currently comprises of an HR Advisor and Senior HR Advisor (this post) who report to the Head of Human Resources. The department is responsible for the entire employment life cycle of academic and support staff and aims to provide a professional service, ensuring up-to-date application of employment law and best practice in line with business needs. The HR team is fully involved in engagement across College, supporting the development of a friendly and inclusive community.

The Governing Body is keen for the College to remain a progressive employer that looks after and retains its staff and the HR department is key to achieving this objective.

9. Main Responsibilities

Support

- Confidently advise line managers and staff members, using appropriate methods of communication tailored to the audience, answering straightforward questions or researching employment law, interpreting procedures to answer more complex questions.
- To support managers with change management processes, including the development of consultation documents.
- Work with managers to design effective job advertisements and job descriptions to ensure that they comply with college guidance and best practice, and take responsibility for the recruitment process
- Where required, carry out induction sessions for new staff and deliver briefings on a range of HR topics within the college.

Employee Relations

- Provide advice, guidance and counsel to managers and supervisors on employee relations issues, policy interpretation and questions. To include such issues as conduct, capability (performance and sickness), employee complaints and compliance issues.
- Responding to employee issues and questions, providing feedback to managers to ensure appropriate action is taken where necessary.
- To oversee/run investigations and support managers through disciplinary and grievance processes, including taking minutes of formal meetings, and ensuring decisions are consistent with best practice, legislation, College culture and policy.
- To advise on the capability procedure and communication around performance issues. To support team building and informal approaches such as mediation and conflict management for managers and staff. To be responsible for the appraisal process and follow up on recommendations e.g. of training needs.
- To advise managers on absence- management (including maternity, paternity and shared parental leave) and to oversee ill health cases and processes, including writing management referrals to Occupational Health and providing guidance on reasonable adjustments and ill health retirement.

Development

- To assist with the review and development of employment policies and procedures, to ensure the College has robust policies and procedures in place which comply with current employment legislation.
- With support from the Head of Human Resources, communicate key HR policy changes, providing briefing sessions for staff as required.
- To support the development of people management skills within the College by supporting and coaching managers and staff to ensure a transfer of knowledge, as well as developing and implementing specific HR training across the organisation.

- To manage specific projects and ongoing HR workstreams, as directed by the Head of Human Resources.

Transactional

- Manage the administration of recruitment exercises which will include; working with managers to understand their staffing requirements, designing effective job advertisements and job descriptions ensuring that they comply with College guidance and best practice, placing advertisements, gathering information for visa applications where necessary, generating letters to applicants, and preparing short listing packs.
- Work collaboratively with the HR Advisor to prepare standard letters of appointment, contracts, and visitor agreements, ensuring that relevant right to work documentation, Occupational Health and ID checks are completed.

Compliance

- Monitor the sick leave absence records, annual leave records, end of probationary periods and annual appraisal dates to advise managers as necessary and ensure that processes are in place for their correct storage and maintenance.
- Ensure all visa applications and renewals are conducted in accordance with Home Office regulations, making sure all the relevant documentation is up to date and compliant.
- Maintain oversight of monthly payroll changes, ensuring pay affecting changes are entered accurately, in line with College deadlines.
- Attend appropriate training on employment law, HR policies and procedures, and their effective implementation at departmental level.

10. Selection criteria

Essential

- Experience of working in an HR team/role and managing HR processes
- Qualified or working toward CIPD graduate level, or have equivalent experience
- Experience of operating HR information systems and producing management information reports
- Experience of managing employee relations cases, including participation in formal hearings
- Excellent interpersonal and communication skills including verbal reasoning, presentation skills, influencing & persuasion skills
- Ability to understand the HR issues arising from operational management issues and advise managers appropriately and persuasively on the actions they should take
- Excellent time management skills with the ability to re -prioritise, working to deadlines and under pressure
- Ability to use own initiative and escalate issues in a timely manner when unable to resolve
- Ability to deal accurately and confidently with numbers
- Experience of providing a high level of customer service, and the ability to develop professional and effective working relationships with key stakeholders
- Commitment to team and team members
- Appreciates the need for confidentiality
- Adaptable and able to adjust to changing work environment and different ways of working

Desirable

- HR experience within the University of Oxford or other higher education institutions
- Graduate member of the CIPD

Benefits

- Pension: employment with the College provides enrolment into the Oxford Staff Pension Scheme (OSPS).
- Annual leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open and tea and coffee.
- Health & Wellbeing:
 - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
 - Free annual flu jab.
 - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.
- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.