

## Job Description

Staffordshire University Services Ltd

### General Details

Job title:	HR & Recruitment Advisor
School/Service:	Human Resources & Organisational Development
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	February 2020

### Job Purpose

Support the delivery of an effective and customer focussed HR service to Schools and Services across the University by providing first line contact on a range of people related issues in accordance with internal policies and procedures and legal requirements.

Act as the first point of contact for recruitment activity and campaigns, ensuring that documentation is accurate and the correct processes and procedures are followed, including providing advice and guidance on immigration and visa requirements and other pre-employment checks where required.

### Relationships

Reporting to:	HR Business Partner
Responsible for:	N/A

### Main Activities

- Provide first line generalist HR advice and support on terms and conditions of employment, HR policies and procedures across all aspects of the employee lifecycle with a view to providing pragmatic solutions to ensure resolution in a timely manner.
- Maintain oversight of recruitment activity for Schools and Services, checking that job descriptions, person specifications and other recruitment documentation is accurate, conforms to the recognised university standards and reflects the role being recruited.
- Assist with recruitment activity including publishing job vacancies and managing the process through to interview and appointment using the e-recruitment system as required. Take part in interview panels when required.
- Work with the HR Operations Manager to review recruitment processes and procedures, ensuring any changes are implemented and embedded, including any updates of the e-recruitment system.

- Manage sickness absence cases, working closely with the line manager and our Occupational Health providers to achieve positive outcomes. Monitor sickness levels and trends and ensure that Schools and Services maintain a proactive approach to absence management
- Monitor and co-ordinate the process for fixed term arrangements across Schools and Services ensuring that end dates are flagged and that line managers take action in a timely manner
- Advise managers and employees on statutory leave entitlements such as maternity, paternity, adoption and shared parental leave.
- Participate in the research, review and development of HR policies and procedures within the legal framework of employment legislation
- Proactively assist the HR Business Partners with employee relations casework including providing HR support with grievance and disciplinary investigations as required
- Monitor exit questionnaire process, analyse data and highlight any areas of concern to HR Business Partners.
- Produce a range of management reports as and when required
- Undertake the day to day administration of a variety of human resources processes and procedures
- Undertake projects and activities as required to support the department and the organisation
- Actively seek opportunities to increase HR skills and knowledge, including up to date knowledge of employment law
- Represent HR and OD on internal and external committees and working groups, and to provide administrative support at meetings as required.
- To undertake any other reasonable duties as may be required from time to time.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- To undertake other such responsibilities as may reasonably be required

### Special Conditions

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

### Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

## Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited (SUS Ltd) is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Services Limited (SUS Ltd) Pension Scheme

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.