

**HR Consultant (HR Services) (Interim)**

**Department:** Human Resources

**Salary:** Dependent upon experience

**Duration:** 6 months

**Responsible to**: Director of Human Resources

**Responsible for:** HR Manager (Recruitment), HR Operations Manager

**Main Duties**

* Lead the HR Operations and Recruitment teams in the delivery of a professional and effective HR service.
* Ensure that the HR Operations team and Recruitment team are appropriately resourced and skilled to meet the demands of the business.
* Coach and support members of the Recruitment and HR Operations teams, helping to develop skills and knowledge across the team.
* Provide advice to management at all levels in relation to HR and Recruitment matters.
* Take a lead role in managing staff, manager or trade unions concerns relating to contractual arrangement, terms and conditions of employment or recruitment and selection.
* Oversee the implementation of the annual national pay award, engaging in discussions with managers, staff and trade union representatives as appropriate.
* Ensure that activity within the teams remains fully compliant with legal and regulatory requirements.
* Oversee the completion of statutory and sector returns (e.g. HESA) ensuring that that information provided is coded, recorded and presented appropriately.
* Ensure that all data is managed with reference to data protection, GDPR and information security requirements.
* Work together with colleagues to ensure the effective implementation of the new HR System.
* Support the recruitment and selection processes for senior appointments within the organisation, liaising with Executive Search agencies where needed.
* Provide advice in relation to the job evaluation (HERA) process to ensure consistency of approach.
* Play a proactive role in developing the HR service and its role within the University and encourage good working relationships with all departments.
* Contribute to strategic projects and change management programmes as required.
* To deputise for the Director of HR, internally and externally as required.
* To support HR related training events as appropriate to ensure consistency and a shared team responsibility for the promotion of best practice management behaviours.
* To further develop the reputation of the department by demonstrating a high level of professionalism at all times.
* To work collaboratively with all members of the HR department.

\*Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.  
  
\*Take steps to ensure and enhance personal health, safety and well-being and that of other staff and students.  
  
\*Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account the University's commitment to environmentally sustainable ways of working.

*This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.*

**Person Specification**

**Essential**

* Educated to degree level or with equivalent practical experience
* Experienced HR generalist with experience of managing a team of HR professionals.
* Previous experience within the HE sector
* CIPD qualified (MCIPD)
* Previous experience of working with recognised trade unions.
* Excellent knowledge of employment law, HR policies and procedures
* A good understanding of UKVI processes and right to work regulations, including DBS checks.
* Extensive experience of recruitment and selection processes.
* Prior experience of job evaluation processes.
* Effective planning and project management skills
* Experience of working in partnership with senior decision-makers
* Ability to communicate confidently and clearly with a wide range of people.
* Demonstrable understanding of the Data Protection Act, General Data Protection Regulations and principles of effective information security
* Proven analytical skills with an ability to make informed decisions.
* Excellent interpersonal skills
* Ability to work with integrity and respect for confidentiality

**Desirable**

* Previous experience of HE related statutory returns, for example HESA.