

**JOB DESCRIPTION**

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| **Job Title** | **Employee Relations Advisor** |
| **School /Service** | **People & Culture (HR)** |
| **Grade**  | **E** |
| **Location and Hybrid working status** | **Docklands, Hybrid** |
| **Reporting to** | **Employee Relations Casework Lead** |
| **Line management for**  | **No direct reports** |
| **Key working relationships: Internal**  | **People & Culture; Schools and Services** |
| **Key working relationships: External**  | **N/A** |
| **Contract type/ Hours**  | **Permanent 1.0 FTE** |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking [10-year Vision 2028 strategic plan](https://www.uel.ac.uk/about/vision-2028), orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**BRIEF OVERVIEW OF SERVICE/SCHOOL: People & Culture (HR)**

The past year has been a period of remarkable growth and transformation for the People and Culture directorate, which encompasses both HR services and the Health, Safety, and Wellbeing team. Over recent months, we have undertaken a significant restructuring programme, meticulously developing the new functions and teams necessary to meet the evolving needs of the University, both now and in the future. These pivotal changes are deeply aligned with Vision 2028 and our People Strategy.

With our modernised People and Culture structure now firmly in place, we are equipped with the right talent and teams to execute an ambitious array of transformational projects. These initiatives aim to enhance every aspect of working at the University of East London, ensuring we achieve the goals set out in Vision 2028 and our People Strategy.

**BRIEF OVERVIEW OF THE DEPARTMENT / TEAM**

The People & Culture directorate (approx. 40 staff) is organised across five distinct core functions, aligned to the delivery of our People Strategy - Talent Acquisition, Employee Experience & Development, Operations, Systems & Service, Employee Relations & Policy and Health, Safety & Wellbeing.

The People & Culture directorate is responsible, in partnership with stakeholders across the organisation, for delivering the University of East London’s People strategy, in furtherance of the UELs strategic progress outlined in our Vision 2028 strategy. It is focused on the delivery customer-centric and operationally excellent services to create an environment where people are attracted to work at UEL, to be supported to develop and grow, and deliver their best work in a high-performing and supportive environment.

**JOB PURPOSE**

The **Employee Relations Advisor** will provide advice to managers on the application and interpretation of UEL policies and procedures and provide advice on the application and interpretation of UEL terms and conditions of service. By building effective working relationships with senior managers, line managers and trade unions representatives, they will support the Senior ER Caseworker with complex casework.

As an Employee Relations Advisor you will deliver a first-class day to day service to UEL in a timely, practical, and professional manner championing best practice in all employee relations people processes and ensuring a positive internal and external reputation for the University.

As a priority, they will deliver practical, effective, and appropriate HR interventions on early and formal stages of ER issues including disciplinary, grievance, bullying & harassment, capability, and absence cases, reducing the need for formal procedures. Where needed, they will provide support to the Casework Lead on Change management programmes and casework administrative support, including maintenance of casework log and minutes of formal meetings.

**KEY DUTIES AND RESPONSIBILITIES**

* Support line managers with general advice, ensuring all advice complies with legislation and is in line with UEL specific policies and processes.
* Provide guidance to line managers on how to manage potential ER issues at the informal stage prior to any formal action and necessary follow-on actions.
* Provide practical advice and guidance to line managers on how to manage formal ER issues in line with UEL policy and ER service SLA’s., Any cases leading to potential dismissals being approved by the ER Casework Lead before providing advice to Managers.
* Provide coaching and case planning advice to Investigating Officers to ensure quality control of report and its timeliness for completion within service SLA/KPIs or policy deadlines. Support Investigating Officer to drafting and finalise reports and outcome letters as required to agreed deadlines with oversight of the Senior Employee Relations Caseworker
* Prepare and advise line managers to ensure they are clear on how to conduct meetings, including advice on meeting preparation and how meetings should be chaired and concluded.
* Monitor sickness absence within an assigned area and work with managers, staff and Occupational Health to reduce and maintain low sickness absence levels, in accordance with the UEL’s Management of Attendance Policy and procedure.
* Maintain an expertise in employment law and best HR practice, in order to be able to provide accurate advice to managers and staff on employment legislation issues, and their implications for the University.
* Develop and maintain a knowledge of local and national terms and conditions as it relates to both academic and support services staff.
* Deliver appropriate HR training courses, working with the Head of Employee Relations and Policy to ensure courses are informative and up to date, whilst utilising most appropriate media for delivery.
* Contribute to the effective communication of HR related information by reporting on human resources issues and disseminating key information to managers and staff as appropriate. Undertake ER administrative activities as required, including providing HR advice and administrative support at formal meetings.
* Ensure ER case tracker is updated and completed to agreed data quality standards and deadlines to support effective reporting to related data dashboards and insights for designated business area.
* Proactively monitor cases, through collaborative working with ER&P team members to ensure cases are prioritised and support is provided to Managers as soon as possible, with breaches communicated to ER Casework Lead and P&CBPs.
* Provide Legal Counsel with case file coordination relevant to Employment Tribunals, within agreed timeframes.
* Ensure all hard and soft copy personnel records are maintained and secure, complying with local arrangements and linked obligations under GDPR and UEL specific requirements.
* Provide a professional, highly responsive, efficient and effective administrative support service in relation to all TUPE processes.
* Produce due diligence data as required and within agreed timescales.
* Attend TUPE meetings for complex TUPE cases as and when required.
* Contribute to consultation and negotiation processes with the University’s recognised Trade Unions
* Respect and value the diversity of our students and staff by committing to address the needs and expectations of the diverse community and strive to make best use of talents and experience from our diverse workforce.

The duties and responsibilities outlined above provide a general overview of the range of tasks that an **Employee Relations Advisor**at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Qualifications | Essential  | Desirable | Criteria assessed by |
| *Degree in relevant field or equivalent professional experience* | **[x]**  | **[ ]**  | **A/C** |
| *CIPD Level 5 qualified or working towards* | **[ ]**  | **[x]**  | **A/C** |
| Experience/Knowledge |  |  |  |
| *Experience of providing HR/ER advice in line with relevant policies and legislation.* | **[x]**  | **[ ]**  | **A/I** |
| *Able to translate and apply employment law and internal policy effectively.* | **[x]**  | **[ ]**  | **A/I** |
| *Good working knowledge of current employment legislation and its application in the workplace.* | **[x]**  | **[ ]**  | **A/I** |
| *Well organised with the ability to plan, prioritise and manage high volume of case work and queries to meet deadlines.* | **[x]**  | **[ ]**  | **A/I** |
| *Excellent verbal and written skills.* | **[x]**  | **[ ]**  | **A/I** |
| *Experience of working on TUPE processes.* | **[ ]**  | **[x]**  | **A/I** |
| *Experience of working with trade unions.* | **[ ]**  | **[x]**  | **A/I** |
| *Evidence of ongoing professional development or extensive relevant experience in a comparable role.* | **[ ]**  | **[x]**  | **A/I** |
| *Experience of working in Higher Education sector (or engaging with) private/ public sector industry/ government/ business services*  | **[ ]**  | **[x]**  | **A/I** |
| *Knowledge of current policy developments in Higher Education and their implications*  | **[ ]**  | **[x]**  | **A/I** |
| Other Competencies required * *This role is at Associate Level on the CIPD Professional Competencies Map.*
* [*https://www.cipd.co.uk/cipd-hr-profession/cipd-hr-profession-map/default.html*](https://www.cipd.co.uk/cipd-hr-profession/cipd-hr-profession-map/default.html)
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Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

 Micro teaching, test etc.)

**Further Information:**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.