

Job Description

People Advisor

Professional Services

Directorate of People, Culture and Wellbeing



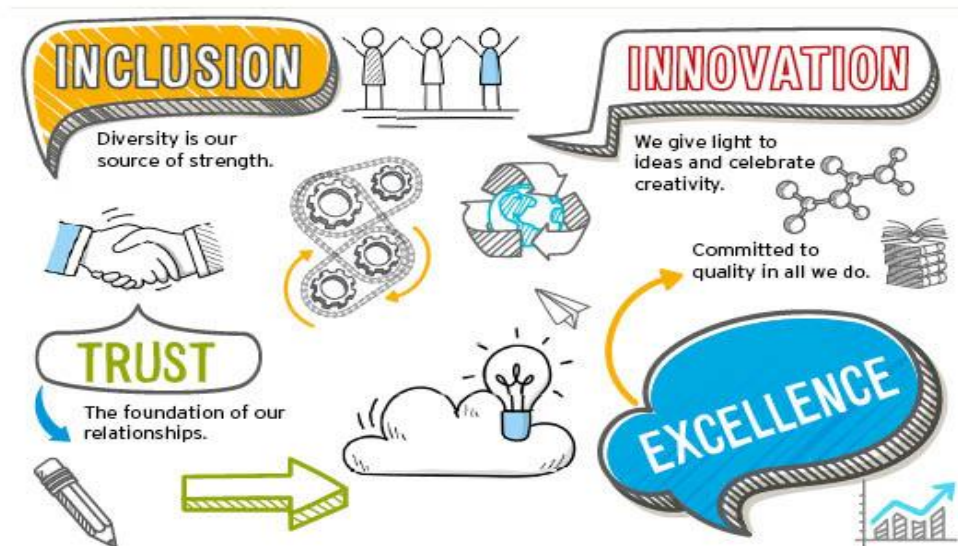
Brief summary of the role

Role title:	People Advisor
Grade:	7
Faculty or Directorate:	Professional Services
Service or Department:	People Advisory Directorate of People, Culture and Wellbeing
Location:	City Campus University of Bradford
Reports to:	Employee Relations and People Advisory Manager
Responsible for:	No direct reports
Work pattern:	Monday to Friday 36.25 hours

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• CIPD qualified at a minimum of Level 5 (or working towards CIPD Level 5) or equivalent experience
Desirable	<ul style="list-style-type: none">• First degree, or exceptionally, relevant professional experience.• Level 7 CIPD qualification (or working towards CIPD Level 7)

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Previous demonstrable experience of working at People Advisor level, or exceptionally, significant experience in an Assistant People Advisor role with a broad range of demonstrable experience across the full range of People activities and responsibilities.• Successful track record in contributing to People case work, including disciplinary and grievance procedures.• Good working knowledge and understanding of UK/European employment legislation.• Experience of delivering a customer-focused People service to managers, staff, applicants, and candidates.• Ability to provide competent and accurate professional People advice to customers.• Experience of planning and implementing operational change.
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	<ul style="list-style-type: none"> • Understanding of organisational change principles. • Experience of delivering internal training sessions, on-the-job training to individuals and small groups. • Experience of effectively participating in People projects and working groups. • Experience of researching and writing People policies and guidance documents under guidance. • Good written and oral communication skills including the ability to take accurate minutes of meetings, and the ability to explain People information/rules/legislation in a manner that promotes understanding. • Experience and ability to carry high workloads in a rapidly changing working environment.
Desirable	<ul style="list-style-type: none"> • Experience of delivering elements of the People service in a unionised environment. • Good working knowledge of University rules, regulations, and procedures.

Personal attributes

Essential	<ul style="list-style-type: none"> • Commitment to engage with and contribute actively to the aims and objectives of the University. • Commitment to engagement in positive working relationships. • Understanding of the University's commitment to Equality and Diversity. • Committed to continuing personal/professional development.
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Main purpose of the role

- To work alongside the People Business Partners in supporting the strategic and operational People guidance Service to Faculties/Directorates.
- To contribute to the provision of effective day to day People service delivery to the Faculty/Directorates.
- Support the implementation and delivery of key People/OD projects for both the Faculty/Directorate and, as appropriate, the wider University.
- To contribute as a member of the University People team to the development and delivery of People support.

Undertake any other reasonable requests as directed from time to time by the People and University Management Teams.

Main duties and responsibilities

Operational and Strategic Business Support & Solutions

1. In conjunction with the People Business Partnering team build excellent and effective working partnerships with managers and staff in the role of operational and strategic adviser.
2. Support the delivery of People and OD interventions aligned with Faculties/Directorates/University vision and strategies.
3. With senior People colleagues support shaping the overall University People strategy bringing perspectives from work with Faculties/Directorates. Challenge the status quo, anticipating challenges.
4. Support on the input to the medium/long term (1-5 years) organisation design of Faculty/Directorates - including workforce planning to ensure that staffing structures and profiles/skills are aligned to the future needs of the University.
5. Working closely with the People Business Partnering team proactively deliver future-focused advice, guidance, and support to managers on the delivery of innovative and creative People solutions and change management processes which anticipate and meet changing workforce requirements.
6. Working within agreed University policies deliver specific elements of change initiatives as requested by People SMT.

7. Help to identify and address through guidance and targeted development interventions, the development needs and opportunities of managers and staff.
8. Deliver a consultancy style People service to customers as required, gaining a good understanding of the business needs and challenges within Faculty/Directorates/ University.
9. Provide advice, guidance and support to managers. Use coaching techniques to support and guide managers and teams to ensure behaviour is aligned to the University values; enabling managers to deal successfully with people management issues, develop their capability in effective performance management and employee engagement.
10. Work alongside/with specialist People support (Recruitment, Reward, People Services, Organisational Development and Culture, Health & Safety, Occupational Health) to ensure that Faculty/Directorates receive a seamless People service. Ensure that professional and collaborative working relationships are developed with specialist People teams.
11. Maintain and promote productive Trade Unions consultation and good employee relations, building partnership working through casework.
12. Guide, assist and coach managers on casework including employee relations, capability, disciplinary (including dismissals), grievance, sickness absence, job evaluation and reward.
13. Undertake job evaluation using HERA as required.
14. Assist People colleagues to develop and review People policies and procedures, advise on People policy matters within Faculties/Directorates, and guide managers in the correct interpretation of People policies and compliance with relevant employment and other legislation.
15. Highlight People service improvement opportunities within People Advisory and participate in the development and implementation of improvement actions.
16. Contribute to the ongoing professional development of other People colleagues, giving feedback, coaching, and sharing knowledge as appropriate.

People and OD Projects

17. Deliver specific elements of OD interventions supporting restructure, change and transformation within the University.

18. Contribute to design and delivery of learning and development events/briefings/seminars on a range of People issues e.g., engagement, recruitment and selection, performance management and existing and evolving employment legislation for Faculties/Directorates (and potentially the wider University).

People good practice and innovation

19. Undertake regular continuing professional development. Participate in and contribute to regional and national People/Legal/University networking groups through attendance at training courses, conferences, seminars, and events. Keep informed of current developments and good practice in People/OD within the HE sector and beyond.
20. Operate in line with the provisions of the University's Charter and Statutes, its Equality and Diversity Policy and Health and Safety at Work policy and relevant legislation and regulations.
21. Undertake any other reasonable requests as directed from time to time by the People team and University Management.
22. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job, or the level of responsibility entailed.