

JOB DESCRIPTION

PEOPLE AND CULTURE

Job title: People Advisor

Grade: 5

Responsible to: Head of People Partnering and Relations

Date: October 2023

Job purpose: Delivering a high standard of professional advice to managers and staff on a range of people related activities in line with our mission, vision and values for Falmouth University and Falmouth Exeter Plus.

This is a busy people facing role which will require the role holder to regularly work on both Falmouth and Penryn campuses.

Main duties and responsibilities

1. Responsible for setting out and managing a varied and full caseload at the informal and first stages relating to: sickness, conduct, grievance, probation and performance, including assisting managers with investigations and hearings.
2. Provide professional advice in a timely and proactive manner to managers and staff in response to a range of enquiries in accordance with our tiered model. Escalating matters of a complex or serious nature.
3. Support the operational delivery of organisational change programmes.
4. Complete regular job evaluation activities, compliant with the current organisational systems, HERA and HAY.
5. Review people dashboards and reports regularly to identify trends and contribute to the action plans of new managers and those with people matters requiring attention.
6. Establish effective and credible working partnerships with trade union representatives.
7. Contribute to team, departmental and organisational objectives, in particular, coordination of formal meetings, such as JCNC, JCNG etc.
8. Support senior members of the team with the delivery of casework, including hearing/meeting arrangements, preparation of bundles, note taking etc.
9. Contribute to the updating of people policies, procedures and development of toolkits, as required.
10. Provide cover as necessary for peers to ensure a seamless service is provided during periods of annual leave or other absences.

General duties and responsibilities

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title: People Advisor

Attributes	Essential requirements	Desirable requirements
Education and qualifications	Degree/CIPD level 5 or similar, or equivalent work based experience	CIPD membership Evidence of continuing professional development
Experience and knowledge	<p>Recent and relevant experience gained in an HR generalist or advisory role, which includes managing casework</p> <p>Experience of working in busy HR role, in a large or complex environment (ideally with more than one set of terms and conditions)</p> <p>Demonstrable experience of working with managers and trade union representatives</p> <p>Up to date working knowledge of UK employment law and statutory requirements</p> <p>Experience of using job evaluation systems</p> <p>Proficiency with a range of IT applications, e.g. Microsoft</p>	<p>Experience gained in Higher Education</p> <p>Experience of change processes</p> <p>Experience of working in an organisation with more than one trade union body</p> <p>Experience of HERA or HAY job evaluation systems</p>
Skills and personal requirements	<p>Excellent communication skills: active listening, verbal and written</p> <p>Strong planning and organising skills with excellent attention to detail</p> <p>Ability to be respectful and diligence with confidentiality and handling of information</p> <p>Ability to assimilate and present information clearly and concisely</p> <p>Tenacity with problem solving and seeking effective solutions</p>	

	<p>Personal credibility and the ability to quickly form constructive relationships</p> <p>Adaptable with resilience, optimism and self-awareness</p>	
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