HR Adviser

Job Reference: 8695
Department: Human Resources
Grade/ Salary: Grade 6, £33,638.50 - £36,443.36
Contract Type: Permanent
Hours: 35 per week (Full time)
Location: New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.
Human Resources Department

Our vision is to develop a contemporary, solutions focussed HR service to support Academic Heads and Managers and to enhance the staff experience. This forms part of the wider goal to transform Professional Services to develop the student experience and enhance the academic endeavour.

If you are an HR professional who thrives on finding solutions to complex issues and exceeding customer expectations, come and contribute to the creation of a high performance, cohesive team. You can expect to have challenging work in a rapidly changing environment, and support for your career development.

Job description

Reporting to: HR Consultant (Professional Services)
Key Relationships:
- HR Consultants
- HR Operations team
- Payroll

Summary:
The role holder will support the HR Consultants in the delivery of a HR Advisory service to academic schools and professional services by providing first line contact on HR related issues and policies; escalating complex issues when required.

General Responsibilities
- Support and work alongside a team of HR Consultants in providing an excellent HR consultancy service to Academic and Professional Services Heads of Department/Directors and Management, on all aspects of HR
- Act as a first point of contact for advice on terms and conditions of employment, best practice and HR Policies and procedures.
- Contribute to and support HR Projects as directed by the Director of Human Resources
Main duties:

- Provide advice and guidance to managers on all HR related issues and policies including informal and formal absence and performance management issues.
- Provide guidance on and process occupational health referrals and support managers in agreeing reasonable adjustments.
- Support HR Services team in ensuring advice and guidance on recruitment is accurate and consistent, including job design, selection methods and on boarding. Ensuring that recruitment processes are effective and in line with Goldsmiths policies and best practice
- Undertake job evaluations in line with Goldsmith’s evaluation method (HERA) ensuring consistency
- Support HR Consultants with complex employee relations cases and change management including providing administrative support and attending meetings as required
- Support HR Consultants in delivering management training sessions and workshops
- Contribute to the development and implementation of HR Policies and processes
- Provide notes and administrative support for formal casework and committee meetings as required
- Undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- Maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy
Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criterion.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- **A** = Application form
- **C** = Certificate
- **I** = Interview
- **R** = Reference
- **T** = Test / **P** = Presentation

### Essential Criteria 1 - Qualifications

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIPD qualified or working towards qualification</td>
<td>A, C, I</td>
</tr>
</tbody>
</table>

### Essential Criteria 2 - Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of working in a HR department</td>
<td>A, R, I</td>
</tr>
<tr>
<td>Experience of providing HR advice on a range of HR issues to managers</td>
<td>A, R, I</td>
</tr>
<tr>
<td>Experience of providing HR support on informal and formal employee relations casework</td>
<td>A, R, I</td>
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### Desirable Criteria 2 - Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Category</th>
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<tbody>
<tr>
<td>Experience of working in a unionised environment</td>
<td>A, R, I</td>
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### Essential Criteria 3 - Knowledge

<table>
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<tr>
<th>Knowledge</th>
<th>Category</th>
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<tbody>
<tr>
<td>Up to date knowledge of statutory employment rights and legislation, HR best practice and ACAS guidelines</td>
<td>A, I</td>
</tr>
<tr>
<td>Good understanding of best practice in promoting equality and diversity in the workplace</td>
<td>A, I</td>
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</table>
### Essential Criteria 4 - Skills

<table>
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<tr>
<th>Skill</th>
<th>Attractiveness, Importance, Timeliness</th>
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</thead>
<tbody>
<tr>
<td>Excellent IT and word processing skills; experience using Microsoft Word and Excel, and HRMI systems</td>
<td>A, I, T</td>
</tr>
<tr>
<td>Excellent written communication skills with ability to draft non-standard emails and letters</td>
<td>A, I, T</td>
</tr>
<tr>
<td>Excellent verbal communication skills with ability to build working relationships and influence and negotiate with others</td>
<td>A, I, T</td>
</tr>
<tr>
<td>Professional approach, including absolute discretion, diplomacy and sensitivity</td>
<td>A, I</td>
</tr>
<tr>
<td>Prioritising own workload in an organised manner while balancing multiple priorities and deadlines</td>
<td>A, I, T</td>
</tr>
<tr>
<td>Ability to work independently and as part of a team</td>
<td>A, I</td>
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### Essential Criteria 5 - Additional Attributes

<table>
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<tr>
<th>Attribute</th>
<th>Attractiveness, Importance</th>
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<tbody>
<tr>
<td>The ability to display initiative</td>
<td>A, I</td>
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Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

**June 2019**
Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, Shared Parental Leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
- Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.