

Job Description

HR Advisor (Operational Change)

People Services

Grade: E

Role profile: SME1

Full time (37 Hours per week)

Permanent

	Duties of the role
<p>Overall purpose of the role</p>	<p>The HR Advisor will work closely with the Assistant People Partner (Operational Change and ER Advice Lead), Senior People Partner (Change and Projects), People Services colleagues and managers across the University to support the delivery of organisational change programmes, workforce initiatives and employee relations activity.</p> <p>The postholder will provide professional HR advice and support on a range of employee relations matters, with a particular focus on supporting restructures, workforce change, consultation activity and associated implementation processes.</p> <p>Working as part of the change team, the postholder will support the effective delivery of organisational change activity by coordinating actions, preparing documentation, supporting consultation processes, analysing workforce information and ensuring colleagues and managers receive timely and appropriate guidance.</p> <p>The postholder will provide day-to-day advice on employee relations matters within agreed policies and procedures, escalating complex, sensitive or high-risk issues to the Assistant People Partner.</p>
<p>Main duties and responsibilities</p>	<p>Organisational Change and Workforce Transformation</p> <ul style="list-style-type: none"> • Support the delivery of organisational change programmes, including restructures, workforce reviews, service redesigns and redundancy exercises. • Coordinate and monitor agreed actions, timelines and deliverables within change programmes, escalating issues or delays to the Assistant People Partner. • Support consultation activity by preparing documentation, coordinating meetings, maintaining records and ensuring appropriate communications and guidance are available. • Provide advice and support to managers and colleagues throughout change processes, ensuring a fair, consistent and employee-focused approach. • Support the implementation of agreed change outcomes, including contractual changes, redeployment activity and role changes. • Maintain accurate records and workforce information to support effective change management and reporting. <p>Employee Relations</p> <ul style="list-style-type: none"> • Provide professional HR advice and guidance to managers and colleagues on a range of employee relations matters, including those relating to restructures, contractual change, redeployment, redundancy and consultation processes.

- Support the delivery of individual consultation processes, including preparation of consultation materials and responses to employee queries.
- Draft correspondence and documentation relating to organisational change activity.
- Apply University policies, procedures and employment legislation to provide consistent and appropriate advice.
- Identify potential risks and escalate complex, sensitive or high-risk employee relations matters to the Assistant People Partner.
- Maintain awareness of changes in employment legislation, case law and good practice and apply learning to day-to-day advice.

Project and Stakeholder Management

- Work collaboratively with the Assistant People Partner, Senior People Partner, Project Officer and wider People Services teams to support the successful delivery of change programmes.
- Support project planning activity through monitoring actions, maintaining project documentation and tracking progress against agreed milestones.
- Analyse workforce information and produce reports to support decision-making, consultation activity and equality impact assessments.
- Support the development of manager guidance, communications and training materials to enable effective change delivery.
- Build effective working relationships with managers, colleagues and stakeholders to understand requirements and provide timely HR support.
- Contribute to continuous improvement activity, identifying opportunities to improve HR processes, systems and colleague experience.

Service Delivery and Quality

- Deliver a customer-focused HR advisory service, ensuring advice is timely, accurate and aligned with University policies and procedures.
- Maintain accurate records and ensure HR systems and documentation are updated appropriately.
- Support quality assurance activity by ensuring advice and processes meet required standards.
- Contribute to the development of effective HR processes and ways of working.
- Contribute to wider People Services objectives and projects as required.

General:

- Perform any other duties commensurate with the job grade as reasonably required from time to time.
- Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.
- All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.
- The postholder should have a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety

training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.

- Act in accordance with DMU Values:

Collaborative – *Work together to achieve joint outcomes, understand how your work contributes to DMU, and be aware of your personal impact on others.*

Compassionate – *Be open, honest, and caring, work on a basis of trust, and hold yourself accountable for your actions.*

Creative - *Strive for better, challenge bureaucracy, explore digital solutions, and innovate creatively.*

Community minded - *Embrace alternative views, treat others with respect, and tackle inequalities.*

Person Specification

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Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Technical	CIPD qualification (or working towards) or equivalent HR experience	Essential	X			X
	Educated to degree level or equivalent work experience	Essential	X			X
	Experience of providing HR advice and guidance on employee relations matters, including organisational change, restructures, redundancy, contractual changes and consultation processes preferably in a complex organisation.	Essential	X	X	X	
	Experience of supporting organisational change activity, including restructures, workforce reviews, redundancy exercises within a complex organisation.	Essential	X	X	X	
	Experience of supporting consultation activity with employees and/or Trade Unions	Essential	X	X		
	Experience of providing HR advice and guidance to managers and colleagues, applying employment legislation, policies and procedures consistently while considering employee and operational needs.	Essential	X	X	X	
	Up-to-date knowledge of employment legislation and HR best practice relating to organisational change and employee relations	Essential	X	X	X	
	Experience of analysing HR data and producing reports/information to support decision-making	Essential	X	X	X	
	Experience of preparing HR documentation, correspondence and reports	Essential	X	X	X	
	Experience of supporting training, guidance or communications activity to support managers and colleagues through organisational change	Essential	X	X	X	

Area of responsibility	Requirements	Essential or desirable	*Method of assessment				
			A	I	T	D	
	Experience of using HR systems and digital tools to support service delivery		Desirable	X	X		
	Knowledge and experience of job evaluation, employment status and workforce planning processes		Desirable	X	X		
Project Management	Ability to prioritise workload and manage competing deadlines within a changing environment	Essential		X	X		
	Ability to coordinate activities and support delivery of projects or programmes of work	Essential			X		
	Ability to identify issues and escalate risks appropriately	Essential			X	X	
	Ability to apply HR policies and procedures consistently and accurately	Essential			X	X	
	Ability to maintain accurate records and quality standards	Essential			X	X	
Stakeholder Management and Customer Service	Ability to build effective relationships with managers, People Services colleagues and wider stakeholders with a commitment to providing a high-quality customer focused people service	Essential			X	X	
	Ability to communicate HR advice clearly and sensitively	Essential			X	X	
	Ability to support managers through organisational change and challenging employee relations situations	Essential		X	X		
	Ability to provide a customer-focused HR service	Essential					
Personal Effectiveness	Strong written and verbal communication skills, with the ability to produce clear advice and recommendations	Essential		X	X	X	
	Ability to analyse information and translate it into practical recommendations and solutions	Essential			X	X	
	Ability to demonstrate tact, diplomacy and empathy when dealing with sensitive employee relations matters	Essential			X	X	
	Ability to work calmly under pressure and adapt to changing priorities	Essential		X	X		
	Commitment to equality, diversity and inclusion	Essential		X	X		
	Ability to demonstrate behaviors aligned to University values	Essential		X	X		

*A = Application Form; I = Interview; T = Test; D = Documentary Evidence