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| **Post Details** | **Last Updated: 13**/01/2023 | | | |
| **Job Title:** | Human Resources Advisor | | | |
| **Job Family & Job Level** | Professional Services | Level 3 | | |
| **Responsible to:** | Human Resources Manager | | | |
| **Responsible for:** | Human Resources Assistant | | | |
| **Job Purpose Statement**  To manage and provide professional advice to the business on HR matters and issues within the context of Surrey Sports Park HR policies and procedures. The post holder would provide a high level, cost effective and efficient HR advisory and operational support service to all departments, whilst ensuring delivery of HR related objectives across the team. | | | | |
| |  | | --- | | **Key Responsibilities** | | 1. Deliver the required operational HR service across the business, in the most cost effective and efficient way whilst meeting the needs of different departments, conforming with Surrey Sports Park policies and procedures at all times. Provide advice and guidance on HR policies, procedures and best practice to line managers and staff. 2. Manage all aspects of the HR process involved in the employee life cycle including all duties involved in the day-to-day running of the HR Office, such as general HR correspondence, sickness absence management, ad-hoc events and training, and maintenance of electronic and manual filing systems as appropriate. 3. Recognise the impact of changes in employment legislation and contribute to the necessary changes to practice and policy at Surrey Sports Park, as and when required. 4. Undertake recruitment and selection activities from vacancy identification through to induction. 5. Oversee and deliver Surrey Sports Park corporate induction. 6. Provide advice to managers and other colleagues in relation to employee relation issues e.g. discipline, grievance, family friendly policies, redundancy, temporary contracts, UKVI/eligibility to work issues etc. 7. Produce reports and statistics using the PeopleSoft and SurreyRecruit to enable the HR service to provide accurate management information and meet payroll/HR deadlines in a timely way. 8. Contribute to management of HR involvement in any restructuring or major operational project work for the department.   **N.B. The above list is not exhaustive.** | | All staff are expected to:  * Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Equal Opportunities Policy. * Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. * Follow Surrey Sports Park policies and working practices in ensuring that no breaches of information security result from their actions. * Ensure they are aware of and abide by all relevant Surrey Sports Park Regulations and Policies relevant to the role. * Undertake such other duties within the scope of the post as may be requested by your Manager. * Work supportively with colleagues, operating in a collegiate manner at all times.   **Help maintain a safe working environment by:**   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and Surrey Sports Park Health and Safety Policy. |  |  | | --- | | **Elements of the Role** | | **Planning and Organising**   * Whilst the post holder will need to have highly developed planning and organisation skills in order to manage their high and varied workload, they will also need to be flexible in their approach due to the unexpected work which comes in on a daily basis. * Supervision may not be close on a daily basis and the post holder is largely expected to only report progress and objective achievement. * The role is influenced by clear precedents and covered by well-defined procedures and policies though the post holder has some freedom to decide how to carry out tasks. Action will be taken based on established precedents and will be within the boundary of defined policies. * The post holder may lead projects, usually of a short-term nature, or contribute to larger Surrey Sport Park-wide projects as part of a project team, to support the achievement of project objectives. | | **Problem Solving and Decision Making**   |  |  | | --- | --- | | |  | | --- | | * The post holder is required to have an in-depth knowledge of HRM, employment law, UKVI requirements and internal policies, and will be required to apply and interpret these on a frequent basis, whilst using their judgment and initiative to provide solutions to those operational HR problems encountered. * The post holder will have the freedom to consider what procedures, policies or precedents should be followed to achieve the desired outcomes. * Guidance and advice for the resolution of more complex or unprecedented issues can be provided by the Head of Human Resources. | | | | **Continuous Improvement**   |  | | --- | | * The post holder should identify and clearly define any HR related problems or issues arising within the business and continually seek to make improvements. * There will be an expectation they will be conversant with new and forthcoming legislation to enable the collaboration in the development and implementation of new and existing policies, while ensuring these are translated into effective practices and processes. * A professional input will be expected into the formulation of HR projects, initiatives and developments across Surrey Sports Park. * The post holder will be required to ensure the integrity of data held on the HR database, producing regular timely, relevant and accurate management information and making all required payroll changes. * On a personal level, they will be expected and encouraged to consistently strive for improvement in their skill set and will be supported to do so through appropriate channels. | | | **Accountability**   |  | | --- | | * The post holder will need to be a proficient and confident communicator in dealing with staff groupings across the spectrum. * They will be required to draw upon their experience to negotiate and influence line managers and provide timely, relevant advice to staff at all levels. * The postholder is ultimately responsible to the Head of Human Resources | | | **Dimensions of the role**   |  | | --- | | * Budgetary responsibility is not part of this role. However, the post holder will need an awareness of cost issues e.g. advertising costs and general Surrey Sports Park funding constraints. * The post holder must develop relationships with a range of staff at all levels. | | | **Supplementary Information**  n/a | | | | | |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. | | | | |
| **Qualifications and Professional Memberships** | | | | **Essential/ Desirable** |
| Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus a number of years' experience in similar or related roles.  Or:  Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles, and the acquisition of appropriate professional or specialist knowledge. | | | | E |
| Graduate CIPD | | | | D |
| **Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet). | | | **Essential/ Desirable** | **Level**  **1-3** |
| Previous experience of working in an administrative role | | | E | 2 |
| Demonstrable experience of working in a dedicated generalist HR role, including casework, policy and projects | | | E | 2 |
| Good IT Skills particularly MS Office packages. | | | E | 2 |
| Sound knowledge of employment law and the practical application | | | E | 3 |
| Ability to learn and apply Surrey Sports Park policy | | | E | 3 |
| Ability to handle sensitive information in a confidential manner | | | E | 2 |
| Experience of managing the activities of self and others | | | E | 2 |
| Experience of PeopleSoft or other people management database | | | D | n/a |
| Experience of the Higher Education Sector | | | D | n/a |
| **Special Requirements:** | | | **Essential/ Desirable** | **Level**  **1-3** |
| **Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). N/A (not applicable) should be placed, where the competency is not a requirement of the grade. | | | | **Level**  **1-3** |
| Communication  Adaptability / Flexibility  Customer/Client service and support  Planning and Organising  Teamwork  Continuous Improvement  Problem Solving and Decision-Making Skills  Managing and Developing Performance  Creative and Analytical Thinking  Influencing, Persuasion and Negotiation Skills  Strategic Thinking | | | | 3  2  2  2  2  3  2  2  2  2  n/a |
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| **Organisational Information & Key Relationships**  Background Information  Surrey Sports Park is at the heart of sport and physical activity in Surrey, and our mission is to deliver the best possible sport, health and wellbeing experience to our University of Surrey students and to the wider SSP community. We provide strategic added value to the University by delivering an outstanding student experience through social and competitive sport and providing an excellent environment for wellness and fitness for Surrey staff and students, and our community impact is significant both culturally and physically.  The post holder will work closely with all Sports Park staff and both internal and external guests. | | | | |

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| **HR Structure** |
| All staff are expected to: Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the SSP Equal Opportunities Policy.  Help maintain a safe working environment by:   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and the SSP Health and Safety Policy. * Excellent environmental performance is a strategic objective for SSP. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. * Undertake such other duties within the scope of the post as may be requested by your manager. |
| **Relationships**  **Internal**  •The post holder will communicate effectively with a range of internal staff at all levels. They will work with other departments, such as Payroll, Pensions, Finance, Health & Safety, in the management of operational issues.  **External**  •External contacts include other suppliers and agencies, such as recruitment agencies, advertising agency, UniTemps, UKVI, Occupational Health etc. |