

Candidate Information

Position:	HR Project Consultant
School/Department:	Faculty Office EPS
Reference:	18/106791
Closing Date:	Wednesday 26 September 2018
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 15 October 2018
Duration:	3 years

JOB PURPOSE:

The post holder will support the HR Business Partner (HRBP) within the Faculty of Engineering and Physical Sciences with a number of strategic projects. The primary responsibility in this role will be, to concentrate on the University's Technical Commitment and play a lead role in the Faculties Technical Review to ensure that the Technical Services team within EPS has the right structure skills and human resources to support the Faculty's Education and Research strategies.

MAJOR DUTIES:

1. Supporting the Faculty HRBP in the design and delivery of a number of the strategic projects, with specific emphasis on supporting the initiatives in line with the National Technical Commitment; including:
 - a. Reviewing existing job descriptions and developing a generic competency framework for use in capability assessment, training needs analysis and progression initiatives.
 - b. Developing career pathways / frameworks to support employee development and progression.
 - c. Researching and developing an industry aligned apprenticeship programme and nationally recognized qualifications framework.
 - d. To input to the development of a work allocation model to support workforce planning.
 - e. To support the communication and promotion of the key themes of National Technical Commitment.
2. To carry out detailed analysis and present options and recommendations relating to contractual considerations of international HRM.
3. Provide generalist HR business partnering support to strategic growth initiatives.
4. Leading proactively, when required, on HR project initiatives managing own time and priorities to ensure effective delivery highlighting risks and barriers to delivery at the earliest opportunity.
5. Prepare supporting documentation and communication in line with change initiatives.
6. Promoting the University's Core Values (Integrity, Connected, Ambition, Respect and Excellence).
7. Any other duties as may reasonably be expected to assist in the achievement of the business aims and objectives.
8. The duties above reflect the main elements associated with this position. It is not intended to be exclusive or exhaustive, and can change periodically in line with emerging Faculty priorities, and as directed by the relevant HRBP or Director of Operations.

ESSENTIAL CRITERIA:

1. A relevant University Degree or a relevant equivalent professional qualification AND a minimum of 3 years' experience in a generalist human resources role.
2. In the event that you do not meet the criteria listed above at 1, the University will also accept the following which has been deemed equivalent; A minimum of 5 years' experience in a generalist human resources role.
3. Experience in organisational design / restructuring.
4. Experience of involvement in the design of employee development initiatives.
5. Proven track record of providing pragmatic business led HR advice with evidence of successful risk assessment and management.
6. Evidence of successfully managing multiple projects simultaneously and carrying out assignments with minimal supervision.

7. Working knowledge of current NI employment legislation and its practical application.
8. Effective negotiation skills and the ability to influence and challenge Senior Managers/Stakeholders.
9. Analytical and problem solving skills.
10. Ability to work collaboratively and effectively as part of a multi professional team.
11. Ability to communicate concisely and effectively at all levels.
12. Ability to work to tight deadlines and prioritise workload.
13. Commitment to support cultural and behavioural change and service improvement.
14. Demonstrable commitment to continuous personal and professional development.
15. Ability to act as a role model and lead by example in accordance with the Core values of the University – Integrity, Connected, Ambition, Respect, Excellence.

DESIRABLE CRITERIA:

1. Experience working with recognised job evaluation methodology (HAY/HERA preferred).
2. Experience within the Higher Education Sector.
3. Experience of working in a unionised environment.
4. Strong awareness of the contractual considerations of international HRM, e.g. VISA regulations, or global mobility considerations.