



## Candidate Information

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| <b>Position:</b>                   | Employee Relations Officer  |
| <b>School/Department:</b>          | Human Resources   |
| <b>Reference:</b>                  | 19/107132   |
| <b>Closing Date:</b>               | Friday 8 February 2019  |
| <b>Salary:</b>                     | £33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution) |
| <b>Anticipated Interview Date:</b> | Thursday 28 February 2019   |

### JOB PURPOSE:

Reporting to the Head of Legal Services and Employee Relations the ER Officer will assist with the development and implementation of the ER strategy for the University to ensure the ER agenda is met and delivered across the whole University. The post holder will work collaboratively with Human Resources Business Partners (HRBPs), key University stakeholders and Trade Union representatives to provide expert professional advice, value added services and support (ensuring this reflects current employment legislation and best practice) on ER issues impacting on HR.

### MAJOR DUTIES:

1. Working closely with the Head of Legal Services and Employee Relations, assist with the development and implementation of a proactive and efficient Employee Relations strategy for the University, including the handling of industrial relations issues, ensuring compliance with relevant employment law and University statutes.
2. Working closely with HRBPs, key University stakeholders and Trade Union representatives to build strong and effective working relationships. Interact and engage with the recognised Trade Unions on key organisation-wide initiatives, such as policy development and implementation, and on individual employee relations cases, to ensure that people management disputes are addressed appropriately and in a timely manner.
3. Assist with the delivery of consultation processes, internal/external communications and outreach events, ensuring they are delivered professionally and to a high standard. Participate and contribute in formal and informal consultation processes with the Trade Unions to ensure effective development of employee relations within the University.
4. Attend Industrial (Employee) Relations fora with Trade Union representatives including Joint Consultative Committee (JCC) and Joint Consultative Negotiating Committee (JCNC). Service and support relevant Committees as and when required.
5. Postholder will work closely with HRBPs and line managers, provide professional support, guidance and specialist advice in the interpretation and application of employment legislation and HR policies and procedures and in the resolution of complex ER cases. Assist, as required, in supporting and developing the HRBPs with the effective and efficient management of staff investigations, hearings and appeals relating to formal grievances and disciplinary issues.
6. Liaise with external legal advisors, other third level institutions and external bodies (such as UCEA, UUK and LRA), to keep Human Resource policies up to date with changes and developments in NI employment legislation and sector best practice.
7. Assist, as required, with the effective and efficient management of Industrial and Fair Employment Tribunals cases, including liaising with external legal advisors, scheduling and managing witness consultations, collection and collation of discovery documents, witness statements, case management discussions, case risk assessments and hearings.
8. Produce, analyse and present reports, statistics and updates for HR Leadership Team as and when required. Bring forward recommendations to inform decision making.
9. Undertake such other duties as may be assigned in accordance with the needs of the Directorate.

### Planning and Organising:

1. To plan and organise own workload, with a high degree of autonomy, prioritising as appropriate and adapting to unexpected or unforeseen work activities, to ensure the effective delivery of all key outputs.
2. To proactively contribute to any change processes introduced into the Directorate or Team by applying professional and specialist knowledge to ensure the delivery of a highly effective, professional, Employee Relations service.

3. To contribute effectively to the strategic direction of the Team, Directorate and wider institution.

**Resource Management Responsibilities:**

1. To contribute to the resource and budget planning within the Legal Services and Employee Relations Team where appropriate.
2. To manage clerical and administrative staff as required.

**Internal and External Relationships:**

1. To develop and maintain relationships with Trade Unions, participating in JCC and JCNC meetings as required.
2. To engage with the HR Leadership Team and other senior managers across the institution, as required, to deliver a comprehensive, professional service.
3. To develop and maintain effective relationships with other higher education institutions and external bodies, such as the University's legal advisors, LRA, UCEA and UUK, to share and learn from best practice.
4. To represent the Team, Directorate and University at a range of internal and external meetings and events.

**ESSENTIAL CRITERIA:**

1. A relevant University Degree or a relevant equivalent professional qualification AND a minimum of 3 years' recent, relevant professional experience in a similar or related HR role. This will include demonstrating:
  - Experience of engaging with Trade Unions or similar representative bodies
  - A sound knowledge and understanding of Northern Ireland employment legislation
  - Experience in developing, delivering and evaluating policies
  - A proven track record of providing legal / policy advice
  - Proven experience of handling complex employee relations cases.

In the event that you do not meet the degree criterion listed above the University will also accept a minimum of 4 years' experience in a similar ER/HR role.

2. Well-developed analytical and problem-solving capability and a proven ability to innovate in their work.
3. Attention to detail with highest standards of accuracy.
4. Strong interpersonal skills, and the ability to communicate with and influence colleagues and stakeholders at all levels of seniority.
5. Excellent IT skills with the ability to manipulate, analyse and interpret data, preparing reports which will inform decision making.
6. Evidence of well-developed planning and organisation capabilities.
7. Ability to work effectively as part of a multi professional team.

**DESIRABLE CRITERIA:**

1. A relevant honours degree or equivalent qualification.
2. A relevant postgraduate or professional qualification, preferably in Employment Law.
3. Evidence of analysing, developing and interpreting information for use at a range of management levels to support strategic decision making.