

## Candidate Information

<b>Position:</b>	Associate Employee Relations Partner
<b>School/Department:</b>	People and Culture
<b>Reference:</b>	26/113324
<b>Closing Date:</b>	Monday 18 May 2026
<b>Salary:</b>	£41,519 - £49,536 per annum.
<b>Anticipated Interview Date:</b>	Friday 29 May 2026
<b>Duration:</b>	Permanent

### JOB PURPOSE:

To provide expert professional advice and value-added services to support managers across the University across the breadth of employee relations matters. The Associate Employee Relations Partner will case manage processes to ensure procedural fairness, offering expert advice and guidance to line managers during all stages from investigation to appeal stages, supporting informal resolution as a means of resolve where applicable.

The postholder will also provide training on employee relations policies and contribute to policy review.

### MAJOR DUTIES:

1. Use professional expertise and judgement to advise on, coordinate, administer, and manage employee relations cases, including disciplinary, capability, grievances (from and/or about employees), absence, redundancy, and related processes including appeals. Provides expert, impartial advice and guidance to line managers who are responsible for conducting investigations and making decisions, ensuring all cases are managed in line with University policy, best practice and employment law.
2. Provide mediation services to support the informal resolution of disputes, fostering constructive dialogue and early intervention in line with University policies and best practice.
3. Contribute to the development, review and training of employee relations policies and procedures, to support line managers in managing people-related issues.
4. Contribute to the development and implementation of innovative solutions in the delivery of the function, to ensure that cases are dealt with effectively, consistently and in a timely manner and ensuring alignment with legislative and procedural requirements, University values and best practice.
5. Consult and liaise with Schools, Faculties, Directorates, trade unions and external organisations as required, in the management of individual cases or the development of policies and procedures.
6. Prepare high quality reports and papers for meetings including panels and tribunals as necessary.
7. Using professional expertise to represent the University both internally and externally, e.g. panels/tribunal hearings, as appropriate.
8. Use data to monitor trends and provide analysis of management and statistical information to University staff and committees as required.
9. Support HR projects and initiatives as required, to deliver solutions that meet People and Culture objectives.
10. On occasion, other duties which are not included above, but which will be consistent with the role and the overall functions of People and Culture.

### ESSENTIAL CRITERIA:

1. A primary or higher degree, or equivalent qualification, and relevant experience of administering regulatory, complaints or appeals matters as core function of role in a large\*/complex organisation. OR; Substantial relevant professional experience of administering regulatory, complaints or appeals matters in a comparable role in a large\*/complex organisation.
  - \* A large organisation is defined as one that matches 2 of 3 criteria:
    - Annual Turnover greater than £25.9 million
    - Balance Sheet Total of more than £12.9 million
    - Average number of employees of more than 250
2. Relevant experience of:
  - Case managing or investigating end to end, informal and formal employee relations cases including disciplinary, complaints, capability, absence and redundancy cases.
  - Writing complex reports and documentation for a range of users, such as investigation reports, case summaries and policy documents.
  - Providing professional advice and support to key stakeholders, including advising service-users and decision-makers on the application of employee relations policies and procedures.
  - Developing and delivering training on employee relations policies and procedures.
3. Ability to work with and support individuals who may be vulnerable or distressed through regulatory processes.
4. Up to date knowledge and understanding of policies and practices relevant to the role, which includes broader University and sector awareness.
5. Ability to communicate effectively in writing and verbally with internal and external stakeholders.
6. Ability to prioritise, plan, and manage own workload, and that of others, producing work to exceptional levels of accuracy within the required timeframes.
7. Responsive to change and adaptable to new challenges, demonstrating strong problem-solving skills.
8. Willing to work flexibly to meet the requirements of the post.

**DESIRABLE CRITERIA:**

1. Chartered CIPD status.
2. Experience of working with trade unions.
3. Experience of delivering mediation services.

**ADDITIONAL INFORMATION:**

Informal enquiries may be directed to Joanne Duguid - [j.duguid@qub.ac.uk](mailto:j.duguid@qub.ac.uk)