

JOB TITLE: ASSISTANT HR ADVISOR (FIXED TERM)

REPORTS TO: HR MANAGER

Background

The Human Resources (HR) department at Cambridge Judge Business School (CJBS) oversees a comprehensive range of HR functions, including organisational structure, recruitment, retention, pay and grading, training, development and wellbeing, employment relations, and performance management.

The Assistant HR Advisor collaborates closely with other members of the HR team to deliver a robust HR and payroll service to both staff and line managers. Their responsibilities encompass advising on and implementing various policies, handling employee relations matters, maintaining accurate personnel records, and ensuring compliance with HR best practices.

Additionally, the Assistant HR Advisor manages the entire recruitment process for professional and research staff. This involves grading new roles, creating detailed job descriptions and advertisements, conducting shortlisting exercises and interviews, and overseeing the onboarding of new hires. As the primary point of contact for staff, they play a crucial role in the day-to-day operations of the HR team and maintain effective communication with internal and external stakeholders.

The role

The Assistant HR Advisor at Cambridge Judge Business School (CJBS) delivers a comprehensive generalist HR service, encompassing administration, recruitment, casework, and project management. They offer guidance to managers and staff on employee relations, aligning with the University's policies and procedures. Additionally, they support the HR Director and HR Manager in policy development and implementation.

The role holder will work closely with the HR Director, HR Manager, and the Senior Management team to contribute to the CJBS' wider strategy and objectives. The role holder will support the effective implementation and delivery of the Human Resources strategy across the department.

Main responsibilities

Human Resources service

- Ensure that day-to-day processes and developments are underpinned with robust human resource management information and guidance.
- Foster a collaborative environment with the School of Technology HR team and other University sectors, adhering to policies and procedures that reflect best practices.
- Actively advocate for exemplary HR practices and positive employee relations, consistent with University standards.

- Ensure current UK employment legislation and University best practices are embedded within the department.
- Provide clear direction, information, advice, and support to both staff and management.

Development and management support

- Provide management information to support senior management with their planning processes and in making business decisions.
- Align recruitment and hiring decisions with the strategic direction and long-term goals of CJBS.
- Engage in HR projects that facilitate the execution of change initiatives, furthering the strategic objectives of CJBS.
- Assess departmental staffing needs against upcoming vacancies, secure approvals, and navigate the University's system for filling professional and research staff positions.
- Act as a delegate for CJBS in various HR committees, working groups, and forums across the School of Technology and the University.

Recruitment

- In partnership with the HR team, oversee the entire recruitment lifecycle for professional and research staff, ensuring alignment with departmental needs and future opportunities.
- Offer comprehensive, consistent, and integrated support to managers for recruitment and staff planning, including guidance on organisational structure, role profiles, and compensation, in accordance with HR policies and employment law.
- Provide expert advice on recruitment best practices to managers, playing a crucial role in the decision-making process.
- Maintain an up-to-date candidate pipeline and proactively source candidates for future vacancies.
- Coordinate with the finance team to manage the approval process, align roles with budgetary constraints, draft PD33s, and compile necessary justifications to secure recruitment authorisation from central HR.
- Design and execute recruitment campaigns in collaboration with hiring managers, advising on effective advertising strategies and managing postings across University platforms and external sites.
- Lead the interview process, including candidate shortlisting, participating in interview panels, and negotiating job offers, salaries, and other terms of employment.

Onboarding and induction

- Complete and submit all onboarding documentation, ensuring compliance with the right-to-work and payroll requirements, to facilitate seamless integration of new hires into the organisation.
- Manage work permit applications as required, including Certificate of Sponsorship (CoS) application paperwork, ensuring all the relevant documentation is sent to the Compliance team.
- Organise comprehensive induction and training programs for all new employees, ensuring they are introduced to key stakeholders and given access to relevant systems as part of their orientation process.

- Conduct substantial HR induction on the first day for all new professional and research staff, advising on relevant policies and answering in-depth questions relating to policies and procedures.

Employee relations

- Collaborate with the HR Director and HR Manager to offer managerial guidance on staffing matters such as capability, disciplinary actions, and health-related absences, ensuring meticulous attention to detail throughout each process.
- Generate comprehensive reports for senior management detailing critical HR metrics, like absence rates, and propose actionable strategies for improvement.
- Advise line managers on addressing issues like underperformance, frequent absenteeism, and misconduct, and facilitate discussions with the involved parties when needed.
- Handle sensitive personnel matters, including bullying and harassment claims, and escalate these cases to the HR Director and HR Manager as necessary.
- Serve as a mediator in staff meetings to resolve conflicts or address concerns.
- Offer support and pastoral care to employees in need.
- Oversee HR casework, providing expert advice and solutions in collaboration with the HR Director, HR Manager, and the School of Technology HR Team.
- Deliver a proactive and exemplary HR advisory service to all staff, suggesting enhancements to business and organisational practices.
- Ensure all HR procedures align with University standards, UK employment legislation, and industry best practices, and develop and implement updated protocols where existing ones fall short.

Training, development, and wellbeing

- Collaborate with the HR Director and HR Manager to plan and execute relevant training events tailored to staff needs and the Business School's objectives.
- Analyse appraisal feedback to recommend training topics that will provide the most benefit to staff members.
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- Engage and coordinate with qualified trainers (both internally and externally) to facilitate these training sessions.
- Develop and implement initiatives focused on enhancing staff wellbeing.
- Conduct training sessions for managers to keep them informed about the latest HR developments and policy updates.

Other advisory duties

- Oversee the termination process for fixed-term contracts, engaging in consultations with line managers and affected employees to ensure a smooth transition.
- Communicate effectively with trade union representatives when necessary, maintaining a collaborative relationship.

- Analyse sickness absence trends and collaborate with managers to address underlying issues.
- Conduct ongoing reviews of HR policies and procedures to enhance operational efficiency and effectiveness, considering the broader organisational context.
- Inform managers about the potential impact of any HR policy changes, focusing on compliance with employment law and the nuances of employee relations.

Database management

- Maintain the HR database with the utmost accuracy, ensuring all entries are current and precise.
- Generate routine and on-demand reports, such as headcount and sickness absence statistics, to support informed decision-making.
- Verify updates in the University HR System (CHRIS), confirming that all modifications to appointments are implemented accurately.

The person

The ideal candidate should have the following qualities, skills, and attributes:

- Proven track record in a dynamic, customer-centric generalist HR role.
- Expertise in handling intricate and confidential employee relations matters.
- Current understanding of employment law and exemplary employment practices.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Outlook, MS Teams, and Zoom.
- Exceptional ability to engage with diverse groups using tact and diplomacy.
- Strong communication and interpersonal skills, with a focus on empathy and flexibility.
- Skilled in explaining complex policies to varied audiences.
- Adept at building and sustaining approachable HR relationships.
- Competent in prioritising tasks, meeting deadlines, and maintaining composure under pressure.
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- Excellent command of written and spoken English.
- Superior administrative and organisational capabilities.
- Proficient in minute-taking.
- Self-driven and innovative, with a talent for initiating new ideas.
- Collaborative problem-solver, capable of creating and executing solutions.
- Degree-level education or equivalent practical experience.
- CIPD certification or comparable HR field experience.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range of £33,232-£39,105 per annum.

This is a fixed term role for one year to provide maternity leave cover. The ideal start date would be by the end of April.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 9 February 2025.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race,

ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact hrsupport@jbs.cam.ac.uk.