

J o b D e s c r i p t i o n

Position:	HR Advisor – Employee Experience & Culture (Resourcing)
School / Service:	Human Resources
Reference:	HR-041/P
Status:	Permanent
Grade:	Grade 6
Hours:	Full time (36.25)
Reporting to:	HR Operations Manager.

Main Function of the Position:

- To support the recruitment and onboarding of employees ensuring high quality recruitment, selection and induction. This will be with particular emphasis on recruitment and retention of employees engaged to work within the University of Greater Manchester's Medical school
- To provide ongoing pastoral support to employees for the duration of their employee life cycle.
- Act as and have dedicated Business Partner responsibilities (under an agreed SLA) when required for areas assigned from time to time by the HR Operations Manager.

Principal Duties and Responsibilities:

1. To work closely with the designated HR Business Partner to ensure that vacancies within allocated area are approved and timely appointments are made.
2. Active management of recruitment campaigns providing tailored advice depending on specific role needs and employment challenges. For example, how to recruit hard to fill vacancies; accessing diverse talent pools; and attracting diverse or particular audiences (including graduates, early career academics, seasoned academics or those working in clinical practice).
3. Encourage academic stakeholders to play an active role in the early recruitment process supporting with the development and revision of area / school / centre promotional content (including online profiles / video content) and role specific documentation such as adverts and job descriptions, in consultation with the designated HR Business Partner and Head of the area.
4. To work proactively on recruitment initiatives aimed at expanding candidate reach beyond the traditional application route, e.g. utilising LinkedIn and social media (and other digital platforms for recruitment / selection), developing promotional content; targeting passive candidates; working with partners including NHS trusts; and building / keeping warm talent communities.

5. Provide training, guidance and coaching to area / school / centre management teams in recruitment best practice under the direction of the designated HR Business Partner. To provide advice on candidate attraction and experience; candidate evaluation; best practice interviewing methods; and fair and robust selection methods in line with the University's values.
6. Organise, attend and participate in recruitment events including shortlisting; interviews; engagement / talent events (such as open days) as and when required. (This will require some evening and/or weekend work).
7. To prioritise the candidate experience and to engage in relevant keep warm activity to build connections and to secure relevant appointments. This could include engaging with passive candidates; providing support throughout the recruitment and selection stage; and keeping candidates warm post selection including for possible future vacancies. (This will require some evening and/or weekend work).
8. Analyse the recruitment process (using area / centre / school management information) and strive for continuous improvement, ensuring compliance and consistency with organisational practice.
9. Liaise as required with external stakeholders such as NHS employers in respect of setting up suitable work arrangements including secondment arrangements where required between other employers and the University
10. Assist the drafting of bespoke contracts and agreements which meet the business needs of the area / school / centre (working with the designated HR Business Partner), e.g. secondment agreements with the NHS or third parties, etc.
11. Use initiative to implement improvements to onboarding, ensuring flexibility of approach and that employee experience remains excellent.
12. Support with the appointment and ongoing contract management of VHT staff within the area / centre / school.
13. Provide first line advice and guidance to colleagues across the University of Greater Manchester Medical School and also the Bolton College of Medical Sciences (BCMS), the University and its subsidiaries, where appropriate, on operational HR matters, including terms and conditions of employment, HR policies and procedures (e.g., performance management, discipline, capability, grievance, sickness absence) escalating to the HR Operations Manager or HR Business Partner(s) as appropriate.
14. To work collaboratively with colleagues in the HR Division on organisation-wide recruitment and onboarding initiatives and to undertake other duties in support of the HR strategy. This will include playing a supportive role with respect to HR project / workforce planning activity relating to the new University of Greater Manchester Medical School and also the Bolton College of Medical Sciences (BCMS).
15. Deliver the University's organisational induction to new starters (in conjunction with the wider HR team), in addition to supporting the area / centre / school management team with the local induction.
16. Work closely with the area / centre / school management to ensure there is an effective onboarding process for all new starters within the Faculty. This will include providing

tailored support to meet the differing needs of various groups of employees, e.g. individuals required to relocate (including international candidates); those transitioning from clinical practice to academia; early career academics; and established academics.

17. Ensure that new starters are booked onto relevant training programmes which support their development in a timely fashion.
18. To provide ongoing support and pastoral care to employees working in conjunction with the area / centre / school management team (including responding to queries and communicating with employees at key touch points ensuring that concerns are escalated where appropriate to the designated HR Business Partner and the area / centre / school management team).
19. Actively encourage the area / centre / school -wide engagement with the onboarding process, to ensure that all new starters have access to a supportive network of colleagues.
20. To provide management information and new starter feedback to the designated HR Business Partner and the area / centre / school management team. To keep the onboarding process under review making timely recommendations and ensuring appropriate improvements are implemented.
21. Carry out personal and professional development to enhance subject authority and keep abreast of best practise and new trends.
22. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
23. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
24. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted jointly by the relevant manager in consultation with the position holder.

Person Specification

Position: HR Advisor – Employee Experience & Culture (Resourcing)		Reference: HR-041/P	
School/Service: Human Resources		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	GCSE – Grade A-C minimum or equivalent standard of education in English Language and Mathematics	Priority 1	Application/Documentation
1 b)	Relevant HR qualifications/professional membership of the CIPD	Priority 1	Application/Documentation
1 c)	A first degree or relevant equivalent qualification	Priority 1	Application / Documentation
2 Skills / Knowledge			
2 a)	Able to successfully organise and coordinate simultaneous recruitment campaigns	Priority 1	Application/Interview
2 b)	Enthusiastic and motivated to deliver effectively and efficiently	Priority 1	Application/Interview
2 c)	Able to think creatively and use initiative to proactively address recruitment challenges	Priority 1	Application/Interview
2 d)	Proven ability to use a range of social media and online recruitment tools to successfully fill open positions	Priority 1	Application/Interview
2 e)	Able to write and develop video content to successfully attract high quality potential candidates to apply for positions within the University	Priority 1	Application/ Interview
2 f)	Able to prepare recruitment documentation which meets organisational needs but which also appeals to candidates	Priority 1	Application/ Interview
2 g)	Ability to engage with and build connections with a diverse range of candidates (including passive candidates)	Priority 1	Application/Interview
2 h)	Up to date knowledge of recruitment best practice and legal requirements (including immigration, discrimination and equality legislation)	Priority 1	Application/Interview Assessment
2 i)	Comprehensive knowledge of employment legislation and HR best practice and its practical applications	Priority 1	Application/Interview Assessment
2 j)	Excellent verbal and written communication skills to include the ability to prepare HR communications appropriate to the audience	Priority 1	Application/Interview
2 k)	Strong ICT skills including competence in Microsoft Office packages	Priority 1	Application/Interview
2 i)	An understanding of the Higher Education (HE) sector	Priority 2	Application/Interview
2 j)	Ability to train others on online recruitment software and processes e.g. Stonefish	Priority 1	Application/Interview

2 k)	Good communication and interpersonal skills able to work with a wide range and level of internal/external stakeholders	Priority 1	Application/Interview Assessment
2 l)	Ability to manage a varied and complex workload as well as delivering to timescales	Priority 1	Application/Interview Assessment
2 m)	Ability to manage teams and motivate staff	Priority 2	Application/Interview Assessment
2 n)	Knowledge of Medical recruitment, including processes and working arrangements of medical staffing	Priority 2	Application/Interview Assessment
2 o)	Competent in using HR data systems e.g. ITrent	Priority 1	Application/Interview Assessment
3	Experience		
3 a)	Credible experience of managing simultaneous recruitment campaigns and making timely appointments (including difficult to fill roles)	Priority 1	Application/Interview
3 b)	Experience of proving tailored recruitment advice to managers taking into account specific role needs / employment challenges	Priority 1	Application /Interview
3 c)	Experience of leading on pro-active recruitment initiatives, e.g. building promotional content online, holding talent events, targeting passive candidates, etc.	Priority 1	Application /Interview
3 d)	Experience of working as a HR generalist or specialist with a good understanding of HR policies and procedures	Priority 1	Application /Interview
3 e)	Experience of working in an educational or health setting recruitment environment	Priority 2	Application /Interview
3 f)	Experience of providing advice and support to line managers on HR/employee relations matters	Priority 1	Application /Interview
3g)	Experience of preparing recruitment project plans and implementing process improvements	Priority 1	Application /Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service/key stakeholder environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Adaptable to changing circumstances in the work routine	Priority 1	Interview
4 d)	Able to work effectively as a member of a team and use initiative to meet goals	Priority 1	Interview
4 e)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Interview

4 f)	Able to work flexibly to meet the requirements of the post, particularly with specific recruitment events and during peak periods (evening and weekend work will be necessary)	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Working knowledge of and commitment to the principles of and the compliance requirements relating to the Data Protection Act, Freedom of Information Act, Bribery Act, Prevent, UK Visas and Immigration and equal opportunities and diversity	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity.	Priority 1	Interview
5 d)	Available to work flexibly and remotely and to travel as appropriate in order to meet the needs of the service	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional registration/accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required