

JOB DESCRIPTION



Job Title: HR Advisor (Maternity Cover)
Department: Human Resources
Faculty/Professional Service: Central Services
Location: Tavistock Place, London
Reports to: Head of HR Partnering and Policy
Full Time/Part Time/Casual: Full-time
Tenure: Fixed Term for up to 1 year
Grade: Grade 5
Overall Purpose of the job: To provide high-level advisory support for the delivery of a high-quality professional HR service to managers and staff across the School. This role will provide guidance and advice on a range of HR issues including employee relations cases and HR policies and procedures. The role holder will advise and support Faculties and Central Services on a range of employment related matters, specifically around the management of probation, appraisals and sickness absence and will adopt a risk management approach to seek appropriate and practical resolution of issues in line with best practice and employment legislation. This post sits within the HR Partner team (currently Head of Partnering and Policy and 4 HR Partners) that provides a HR advisory service to Faculties and Departments at LSHTM. The appointee will provide support to the HR Partner Team and play an important role in ensuring the smooth operational management of HR Partner Team activity. Alongside working within the HR Partner team and with the HR Recruitment and Operations and Systems teams, the appointee will need to liaise with and build effective relationships with senior managers across the School and will liaise regularly with a range of School sections including Legal Services, Occupational health and Payroll.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing education in public and global health.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

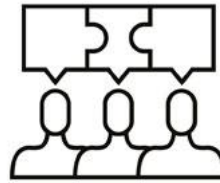
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

- To act as the first point of contact to confidently advise managers and staff in departments, using appropriate methods of communication tailored to the audience.
- Answer straightforward questions or researching employment law, interpreting policies and procedures and legislative requirements, seeking advice where needed from the HR Partners, Head of HR Partnering and Policy or specialists (such as legal services, the staff immigration team or the Head of HR Operations, Recruitment and HR Systems teams).
- Support HR Partners with employee relations case work with notetaking in formal meetings and ensuring minutes and other confidential correspondence are collated accurately and produced quickly and efficiently and supporting the preparation of packs/bundles for formal investigations, grievance and disciplinary procedures and hearings.
- Advising on the application of family leave policies ensuring staff understand their entitlements. Meeting with individual staff and managers to advise on best practice.
- Ensuring the employee relations case management spreadsheet is updated regularly and with accuracy.
- Taking on delegated responsibility for employee relations cases, e.g. informal stages of sickness absence management, probation and performance management cases and contractual queries.
- Proactively support the management of sickness absence and facilitate improved staff attendance. This will involve monitoring sickness absence for all employees, liaising with line managers, keeping the HR Partner team informed of a rise in absence levels and providing appropriate administrative support for Occupational Health referrals as appropriate.
- Supporting the HR Partner team with project work and change management processes including TUPE transfers and insourcing projects.
- Supporting the Head of HR Partnering & Policy, on the review, design and drafting of all HR policies and procedures, ensuring that the contents are

communicated appropriately to all staff and that the policies are promoted and implemented.

- Be the main contact for all DBS check queries, advising managers and ensuring the checks are conducted in a timely manner.
- Supporting the HR Partner team in analysing and utilising management information and workforce data for Faculties and Central Services to identify trends and establish areas requiring action and to develop proactive solutions to ensure appropriate people management solutions are identified.
- Coordinating and providing administrative support for meetings to the Head of HR Partnering & Policy including preparing agendas, taking, and circulating minutes, monitoring actions, following up outcomes.
- Collating information relating to HR FOI requests, in liaison with the other HR teams and preparing written responses for approval by the Head of HR Partnering & Policy.
- Developing and maintaining the HR Partner team intranet pages and other electronic communications, in line with established School standards.
- To undertake delegated pieces of work or defined projects as agreed by the Head of HR Partnering & Policy, including research where appropriate, liaising across the HR team as necessary to deliver on time and in line with agreed objectives.
- Support the Head of HR Partnering and Policy with trade union administration.
- Undertake any other duties as reasonably delegated by the Head of HR Partnering and Policy.
- Support staff across the departments by ensuring workloads are covered and service is maintained when other team members are absent or involved in other HR work.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training Knowledge	<ul style="list-style-type: none"> • CIPD qualified or working towards CIPD graduate level or have equivalent HR professional experience 	E
	<ul style="list-style-type: none"> • Graduate member of the CIPD 	D
	<ul style="list-style-type: none"> • Provide evidence of continuous professional development 	D
	<ul style="list-style-type: none"> • Hold an undergraduate degree (or equivalent experience) 	E
Experience	<ul style="list-style-type: none"> • Providing proactive and responsive HR advice and support service to managers and also on HR procedures and legislation changes and its impact. 	E
	<ul style="list-style-type: none"> • Significant experience of working within an HR central services environment preferably in a higher education institution. 	E
	<ul style="list-style-type: none"> • Significant knowledge of general HR practices and employment law. 	E
	<ul style="list-style-type: none"> • Demonstrable experience of employee relations casework e.g. sickness absence management, probation and performance management cases and contractual issues. 	E
	<ul style="list-style-type: none"> • Demonstrable experience of effective problem solving on a wide range of issues with competing priorities. 	E
	<ul style="list-style-type: none"> • Thorough understanding of equity, diversity and inclusion principles and commitment to implementing them effectively in the organisation. 	E
	<ul style="list-style-type: none"> • Significant evidence of dealing with high volume, deadline driven requests in a calm, diplomatic and persuasive manner. 	E
	<ul style="list-style-type: none"> • Supporting the implementation of new procedures and procedural updates within an HR Partnering model 	E
	<ul style="list-style-type: none"> • Flexible and adaptable, able to cope with a challenging and stimulating work environment and multiple and sometimes conflicting priorities. 	E
	<ul style="list-style-type: none"> • Organising and prioritising own work to the successful achievement of targets and objectives. 	E
	<ul style="list-style-type: none"> • Developing a positive personal and professional network to secure knowledge and improve service delivery 	D
Knowledge	<ul style="list-style-type: none"> • Understanding HR services, principles and techniques and their application in organisations (and associated issues) 	E

	<ul style="list-style-type: none"> • Significant experience of employment law and its application, with the ability to provide high level advice and support 	E
General	<ul style="list-style-type: none"> • A focus on results - repeated effort and resilience 	E
	<ul style="list-style-type: none"> • Confidence in operating in an environment of change 	E
	<ul style="list-style-type: none"> • Excellent communication skills: verbal, written and in presentations 	E
	<ul style="list-style-type: none"> • The ability to build and sustain effective professional working relationships within HR and the wider business environment 	E
	<ul style="list-style-type: none"> • Positive customer focus – demonstrating a thorough understanding of customer needs 	E
	<ul style="list-style-type: none"> • The ability to think creatively and innovate 	E
	<ul style="list-style-type: none"> • Evidence of prioritising, planning and organising own workload in order to meet short-, medium- and long-term deadlines. 	E
	<ul style="list-style-type: none"> • Strong IT skills and the ability to extract, analyse and present data and produce management information reports. 	E
	<ul style="list-style-type: none"> • The highest levels of integrity, confidentiality and sensitivity 	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: August 2024

Salary and Conditions of Appointment

This post is fixed term for up to one year and full-time 35 hours per week, 1 FTE. The post is available as a Maternity cover. The salary will be on the Professional Services salary scale, Grade 5 scale in the range £38,282 - £43,947 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications but due to the salary range for this role not meeting the general salary threshold, only applicants under certain circumstances may qualify for sponsorship for this role. Please refer to the details on the Skilled Worker visa pages to check if you are able to be paid below the [general threshold](#). Please indicate this in your application and proceed if you are able to meet the requirements.

Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).