



**Support and Professional Services**

**Human Resources**

**HR Officer**

**ZZ600489**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £29,799 to £33,518per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

For fixed-term salary calculations you will be paid for the number of weeks worked. The difference between this and the weeks worked each year covers paid annual leave entitlement and public and statutory holidays. The salary is divided into 12 equal monthly instalments.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | HR Officer Faculties & Services |
| **Grade:** | 6 |
| **Faculty/Centre:** | Human Resources |
| **Department/Service:**  **Location:** | HR Services  University House |
| **Position Reference No:** | ZZ600489 |
| **Cost Centre:** | 47905 |
| **Responsible to:** | HR Business Partner  (An HR Review may lead to organisational change for this post) |
| **Responsible for:** |  |
| **Effective date of job description:** | January 2018 |

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| **Context:** |
| The HR Business Partner teams provide a comprehensive HR service to all faculties and professional services that ranges from individual casework to participation in strategic planning. All team members make a significant contribution to the delivery of staff development events. |

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| **Purpose of Job:** |
| To contribute at a professional level across all aspects of the HR Business Partner team portfolios of responsibility with a particular focus on advice and guidance provision, casework investigation and delivery of training. |

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| **Principal Duties:** |
| Working closely with the relevant HR Business Partner/HR Adviser responsible for the work area:   * To provide managers in the allocated client groups with appropriate, timely and accurate HR advice and information. * To provide advice and support managers in carrying out investigations for the management of casework, e.g. sickness absence, grievance, disciplinary and performance related issues through to first formal stages (including the tracking of cases in the HR system). * To process visa sponsorship applications, liaising with recruiters, preferred candidate and Service Centre. * To contribute to relevant internal policy and process reviews at an appropriate level, updating HR guidance as appropriate. * To work closely with other teams within the department in supporting the relevant advice, roll out of HR projects and HR service to faculties and services. * To assist the HR Business Partners in identifying major people issues and particular trends. * To assist the HR Business Partners in advising and coaching line managers in managing successful team and individual performance. * To liaise with the Service Centre team in providing a second level of support to line managers where matters are not covered within routine guidelines and procedures. * To undertake research and prepare draft reports as required by the HR Business Partner. * To maintain and develop HR expertise, including through professional networks in the HE sector and beyond. * To carry out grading of roles using the HERA grading system and provide support and guidance to staff and managers as required. * To work with HR colleagues in sharing knowledge and best practice. * To deliver training and information briefings as required. * To undertake allocated project work, including participation in working parties, as required. * To act as the ‘trained interviewer’ on recruitment and selection panels, as appropriate. * To fulfil such other tasks as may reasonably be required from time to time.   Additional expectations   1. To communicate with team members and liaise and network with relevant others, to ensure good and effective working relations 2. To attend team meetings providing relevant and timely information, in order to aid decision making 3. To solve problems appropriate to the role applying the relevant knowledge 4. As required deliver one-off training or coaching sessions to others on role related matters 5. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/University aims 6. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management 7. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances 8. Provide support to colleagues and carry out other appropriate duties as required. |

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| **Working Relationships:** |
| HR Business Partnering teams  Director of HR  Deputy Director of HR  Reward & Benefits team  HR Service Centre team  HR Systems Team  Payroll team  Managers and staff in client area (casework) |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Up-to-date knowledge and understanding of employment legislation. | E | AF & S |
|  | Knowledge and understanding of HR practices and procedures. | E | AF & S |
|  | Experience of providing an information service to customers within a large and complex organisation | E | AF & S |
|  | Experience of delivering an HR generalist service at an operational level. | E | AF & S |
|  | Experience of delivering training events. | D | AF & S |
|  | Knowledge of HE sector, its pressures, current issues and funding drivers. | D | AF & S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication skills and the ability to work with all levels of staff. | E | AF & S |
|  | Good IT skills with the ability to manipulate and analyse data. | E | AF & S |
|  | Ability to plan, organise and prioritise a diverse workload. | E | AF & S |
|  | Ability to produce work with high levels of accuracy and attention to detail. | E | AF & S |
|  | Ability to carry out research using a range of tools and techniques | E | AF & S |
|  | Ability to prepare draft reports based on own initial findings and analysis. | E | AF & S |
|  | Ability to interpret University policy and employment legislation | D | AF & S |
|  | Ability to prepare presentations and training events | D | AF & S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | 1st degree or equivalent experience | E | AF |
|  | MCIPD | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | A flexible approach to work, prepared to work on a diverse range of projects | E | AF & S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) |  | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Stress | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** |  |
| **Date** |  |
| **Extension number** |  |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.