<table>
<thead>
<tr>
<th>Job title</th>
<th>Employee Relations Advisor</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Nuffield Department of Medicine</td>
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<tr>
<td>Location</td>
<td>Wellcome Centre for Human Genetics, Roosevelt Drive, Headington, Oxford, OX3 7BN</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 5: £25,941 - £30,942 with a discretionary range to £33,797 per annum</td>
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<tr>
<td>Hours</td>
<td>Full time</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term for two years in the first instance</td>
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<tr>
<td>Reporting to</td>
<td>HR Operations Manager/Head of HR</td>
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<tr>
<td>Vacancy reference</td>
<td>142681</td>
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<tr>
<td>Additional Info</td>
<td>Funded by the Department</td>
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**The role**

The Employee Relations Advisor will be the first point of contact for Business Managers, frontline managers and employees for employment issues, escalating complex issues or concerns to the HR Operations Manager/Head of HR, as appropriate. You will provide best practice HR advice and support all aspects of employee relations including; HR policies and processes, terms and conditions of employment, and the management of change.

There will be an opportunity for a discussion about formal rotation across the centres of excellence after an initial period of one year in post, as part of Personal Development Review (PDR) discussions and there is an expectation that all HR staff may be asked to support colleagues in other centres of excellence to cover periods of absence, including annual leave.

**Responsibilities**

- Advise, guide, coach and support managers on employee relations, including disciplinary and grievance matters, to enable compliance in the application of HR policies and practices, supporting managers to take early interventions and to rigorously adhere to policies and processes.
- Manage initial informal counselling meetings, in support of managers.
- Responsible for note-taking, and booking and arranging meetings/facilities, as appropriate.
Work with the HR Operations team to monitor sickness absence levels, identifying remedial action at an early stage.

Manage Occupational Health referrals for staff, liaising with the University’s Occupational Health service as required.

Identify trends and issues, and highlight any areas of risk to the HR Operations Manager and HoHR.

Find pragmatic solutions to people matters to satisfy employment law, policy and process.

Highlight any learning from employment relations issues and in conjunction with the HoHR and Central HR, support any associated practice changes.

Administer probation reviews, liaising with the Learning and Development centre of excellence to ensure training needs identified through the process are documented for action.

Manage the end of FTC process, including holding redeployment support meetings.

In conjunction with the HoHR, HR Operations Manager and central HR, advise on and support workplace change, including reorganisation and TUPE.

Be cognisant of the challenges of operating in a highly mobile environment, and of the considerations necessary to manage employee relations matters for overseas workers.

Keep up-to-date with key legislative and University policy changes and the impact of implementation of these changes across the Department.

Work with the HoHR in respect of the coordination of the roll-out of relevant campaigns, e.g. Mental Health Allies.

Coordinate the HR risk register.

Ensure compliance with internal and external policy - Public Sector Equality Duty, GDPR, etc.

Other responsibilities

- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Selection criteria

Essential

- CIPD level 3 (Diploma/Certificate) and Associate CIPD membership
• Demonstrable previous HR experience obtained in an academic environment, with a thorough and up-to-date practical knowledge of employment law, specifically in the ER arena.
• Strong influencing skills with the ability to critically analyse complex situations and recommend effective ER solutions.
• Ability to challenge and negotiate with managers respectfully and effectively.
• Ability to work both autonomously and as part of a team.
• A proven track record in the provision of quality services to a diverse range of end users.
• Strong organisation skills.
• Excellent oral and written communication skills, with experience of note-taking and letter writing in disciplinary matters.
• Intermediate IT Skills, with experience using Microsoft Office.
• Ability to deal with confidential information and sensitive situations in a tactful and professional manner.
• Willingness to commit to continuous professional development.
• Solid understanding of data protection and information security issues.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk
Nuffield Department of Clinical Medicine (NDM) …fostering your career in science

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms. For more information please visit: http://www.ndm.ox.ac.uk/home

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/.

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).
Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

**Important information for candidates**

**Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

**The University's policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

**Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

Employee benefits
University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities
Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford
If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits
With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare
The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks
The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers’ Club
The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.