

Job title	Employee Relations Manager
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	NDM HR Centres of Excellence, located at the Wellcome Centre for Human Genetics, Roosevelt Drive, Headington, Oxford, OX3 7BN
Grade and salary	Grade 8: £45,585 - £54,395
Contract type	Permanent
Reporting to	Head of HR
Vacancy reference	168852
Additional information	Applications for secondments will be considered. The successful person will need to work on site for a minimum of 4 days per week
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk
What we offer	<p>https://hr.admin.ox.ac.uk/staff-benefits</p> <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community



NUFFIELD DEPARTMENT of MEDICINE

HR Centres of Excellence, Henry Wellcome Building for Genomic Medicine,
Roosevelt Drive, Oxford, OX3 7BN, United Kingdom

Tel: +44 (0)1865 287870

www.ndm.ox.ac.uk

The role

Reporting to the Head of HR, this is a pivotal role within our dedicated HR Centres of Excellence. You will be responsible for managing the employee relations lifecycle and will act as a point of expertise as well as an escalation point. Working closely with a wide range of stakeholders across the department, you will be proactive, persuasive and effective in your approach to managing people-related issues, enabling managers and staff to achieve their objectives. With proven ability to identify gaps and manage risk using robust and creative solutions, you will also have first-hand experience of managing complex HR-related projects. Excellent organisation, prioritisation and influencing skills with the ability to communicate effectively in writing and verbally are essential. As well as being an employment law expert, you will also come with strong leadership skills. This is a truly unique opportunity to add real value to an existing specialist HR team.

Responsibilities

General

- Support and advise the HR team on all aspects of employee relations, including absence management, performance management, family leave, and disciplinary and grievance.
- Continually review and manage HR-related processes in partnership with the HR management team.
- Manage the end of contract process, such as open-ended contracts, ensuring that individuals and external bodies are fully aware of the process at every stage.
- Deal with trade unions on various matters when required.
- Work closely with the Head of HR and central colleagues to ensure effective and robust solutions are offered to staff at all levels.
- Cascade and communicate HR policy and processes to staff through the appropriate channels, ensuring staff have easy access to this information for reference.
- Advise and influence managers to ensure professional staff management practices are consistently applied.
- Deliver relevant HR briefings for managers and staff.
- Ensure compliance with internal and external policy – Public Sector Equality Duty, GDPR etc.
- Deputise for the Head of HR on matters relating to employee relations

Strategic development

- Proactively develop relationships with key stakeholders and act as a HR champion across the department.
- Inform key stakeholder decision making through management information and analysis, enabling collaborative continuous improvement.
- Liaise with other University departments and external institutions with similar objectives to ensure shared learning, relevant benchmarking and the adoption of best practice, as appropriate.
- Communicate key HR policy changes to the department and update staff on new regulations within the University, providing briefing sessions for staff as required.
- Support department and university initiatives, projects and priorities e.g. Athena Swan, immigration audits and compliance checking, manage HR projects as they arise, and implement changes arising from revised University HR policy.
- Attend Divisional working groups or committees to build relationships and share best practice.



- 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.

Selection criteria

Essential

- Qualified to CIPD graduate level or above, with chartered member status (or an intention to submit an application for an upgrade within the next 6 months).
- Proven significant experience of managing employee relations matters in a complex organisation.
- Solid knowledge and experience of the application of UK employment law, best practice and current thinking in HR management.
- Demonstrable experience of managing and developing a team of HR professionals to deliver a high quality and efficient HR service.
- Strong influencing skills, with the ability to critically analyse complex situations and recommend effective solutions.
- Ability to develop professional and effective working relationships with key stakeholders.
- Excellent interpersonal skills and the ability to listen.

Desirable

- HR experience within the higher education sector or NHS institutions.
- Evidence of continuous professional development.
- Experience of successfully coaching individuals and teams.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will 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. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

All applications must be received by **midday** UK time 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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

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 online recruitment portal 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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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.