

Senior HR Advisor (job-share)

Recruitment pack

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A message from our CEO, Vivienne Stern

Universities UK (UUK) is the collective voice of universities in England, Scotland, Wales and Northern Ireland. We bring them together to pursue a common cause: thriving universities, serving society.

My journey at UUK started as a Parliamentary Officer and I have progressed through the organisation from there, with the opportunity to work across a range of different teams, up to becoming CEO. This is testament to the fact that at UUK we support our people to succeed, helping us achieve our ambitious goals as an organisation as a result.

At UUK we believe that supporting our people to succeed involves prioritising wellbeing at work and being an inclusive employer. We employ a total of just under 160 staff across the UUK Group. In our 2023 staff survey, I am proud that we scored higher than similar organisations for caring about our employees and treating them with fairness and respect, and that 86 per cent felt proud to work for UUK.

I am continually inspired by the passion and talent of the team at UUK. If you care about higher education, its ability to transform people's lives and its impact on wider society, then, in my opinion, there is no better place to do it than here.

Who are we?

At Universities UK, we harness the power of the UK's universities and create the conditions for them to thrive. We are the collective voice of 141 universities, bringing them together to pursue a common cause: thriving universities, serving society.

This mission forms the core of our [strategic plan](#) which runs to 2030 and sets out our ambitions for the sector. Our influence, convening power, and insight will enable our universities to:

- transform the lives of more people from the UK and around the world through high-quality education.
- drive greater growth and prosperity through the knowledge and skills they generate, creating places that allow communities to flourish.
- be globally competitive centres of research, at the forefront of making ground-breaking discoveries with the power to change our world.

To help them achieve this we will:

- secure sustainable funding that enables our universities to serve society better.
- build trust and confidence that our universities are a national asset to be proud of and are acting in the best interests of society.



Role description

Post title: Senior HR Advisor part-time (0.5 FTE) – job share

Responsible to: Head of HR

Salary: £21,441 (£42,882 0.5 FTE) – £24,474 (£48,946 0.5 FTE) (dependant on experience)

Working pattern: Wednesday, Thursday and Friday morning

Location: London

The team: HR team

Job summary: We are seeking a motivated and experienced Senior HR Advisor to join our team on a job-share basis. This is an exciting opportunity to provide strategic and operational HR support in a flexible working arrangement. As a Senior HR Advisor, you will partner with key stakeholders, provide expert advice on HR matters, and contribute to the success of our organisation by driving people-focused initiatives. This job share arrangement offers a collaborative work environment, ensuring a seamless transition of responsibilities between colleagues while maintaining work-life balance.

The Senior HR Advisors (job share) will support the Head of HR and wider team in actioning the people elements of the Strategic Plan, Organisation Strategy and EDI Strategy in addition to day-to-day transactional work. The individual will provide a high-quality HR service to an organisation of approximately 160 employees in London, Cardiff and Edinburgh.

Main responsibilities – working with your job-share partner:

- Strategic Plan, OD Strategy and EDI Strategy – support the Head of HR in moving forward related projects and tasks
- Employee Relations – support and advise Directors/managers in handling staff issues including for example advising at disciplinary, grievance, capability, conduct, absence and flexible working request proceedings.
- Policy development – provide HR advice to line managers and staff with regard to UUK policies and procedures. Keep up to date with employment law and ensure policies are reviewed and updated regularly.
- Management information – ensure that high quality employee and recruitment records are kept and that confidentiality is maintained at all times. Ensure records are maintained in line with GDPR and retention schedules. Provide reports using the HR system Cascade, Stonefish and other sources as appropriate.
- Learning and Development – design and deliver annual training plan with workshops on HR specific subjects for example performance management, coaching models, leadership and management topics, employment law and EDI. Contribute and deliver to the UUK induction programme, management development programmes, apprenticeships and other bespoke and ad hoc training.
- Recruitment and Selection – manage recruitment campaigns with the other team members.
- Remuneration – work with the Head of HR/HR Coordinator and the Finance team on pay and benefits.
- Internal Communications – work with the Internal Comms and Engagement Officer as required on relevant content.
- General – deputise for the Head of HR and cover for your job-share partner and HR Coordinator during absences. Undertake HR administration, the HR team is small and due to workloads not all administrative work can be delegated. Support the Director of Operations on ad hoc projects and workstreams.

Compliance and governance

- to take responsibility for own health and safety in line with UUK H&S policy and current legislation and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible.
- to ensure compliance with UUK's internal procedures and all external legal requirements.

Personal effectiveness

- to take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

General

- to show respect to colleagues, external partners and stakeholders, and to understand and adhere to UUK's Equal Opportunity policy, UUK Staff Standards of Conduct, and UUK's organisational values.
- to work collegially, and to support all the teams which the post has contact with, in achieving the organisation's objectives.
- any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.
- This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

Last reviewed: *November 2024*

Person specification

Essential skills:

Essential skills	Assessment
EDUCATION & QUALIFICATIONS	
CIPD qualification or equivalent	Application form
Up to date IT and numeracy skills	Application form
Working knowledge of HR systems and processes	Application form/interview
EXPERIENCE	
Proven track record in a similar role with the ability to work at pace	Application form/ Interview
'Hands on' experience of dealing with the full range of HR issues, combined with the ability to deal with strategic issues as necessary	Application form/ Interview
Able to develop and design policies, procedures and training workshops on a variety of HR matters	Application form/ Interview
Proven track record of analysing HR metrics to identify trends and actionable insights	Application form/interview
Proven track record of report writing and summarising information for a variety of audiences	Application form/ Interview
Ability to advise on challenging employment issues, including dismissals	Application form/ Interview
Excellent interpersonal, presentation and communication skills to influence	Application form/ Interview

and direct staff, including senior managers/Directors	
Demonstrates a strong commitment to team working with the ability to work effectively with your job-share partner to ensure continuity of service.	Application form/ Interview
Able to motivate teams, develop and maintain productive working relationships with a wide range of stakeholders	Application form/interview
A positive 'can do' attitude, resilience and adaptability in all work areas	Application form/ Interview
Ability to make informed and balanced decisions under pressure	Application form/ Interview
Experience of developing or delivering staff engagement activities within an organisation	Application form/ Interview
OTHER	
Working knowledge of, and commitment to equality, diversity and inclusion	Application form/ Interview

Desirable skills:

Desirable skills	Assessed by
SPECIALIST KNOWLEDGE REQUIRED	
An understanding of higher education policy	Application form/ Interview
Working knowledge of Cascade and Stonefish	Application form/interview

Working at UUK: Benefits

If you care about higher education, its ability to transform people's lives and impact wider society, joining our team is a great opportunity.

Universities play a huge part in our everyday lives, and we want to help them make even more of a difference. We bring together leaders of UK universities to discuss higher education issues and represent and campaign on their behalf to the government, business, the media and beyond.

People drive our success, and we value everyone's work.

Universities UK operates a hybrid working framework involving the opportunity to work from home and in the office. There will be a small number of roles where employees will be required to work from an office, but typically the majority of employees will be able to work remotely on average 60% of their working week. All employees are welcome to use their contractual office for their whole working week if that is their preference.

"I joined Universities UK three months after leaving university, and I immediately felt so welcomed and supported. I've been given opportunities to develop new skills, get involved in such a variety of interesting projects and work with colleagues across the organisation. It's a really friendly place to work and I feel trusted and valued to put my own views and ideas into practice."

Sofia Henderson, Senior Content Producer

TO FIND OUT MORE ABOUT STAFF BENEFITS AND WELLBEING, VISIT OUR [WORKING AT UUK PAGE](#)

Staff benefits

Leave



- 27 days annual leave rising to 30 days after 3 years' service and 32 days after 5 years' service plus bank holidays.
- 4 closure days between Christmas and New year.
- 2 days paid leave each year for volunteering activities

Well being



- Access to 24 hour 7 day a week Employee Assistant Programme which extends access to close family.
- Virtual Medical Care – 24 hour access to GP consultations.
- Mental Health First Aiders.
- Staff network groups.

Financial wellbeing



- Interest free season ticket loans after 6 months.
- Staff benefit fund loan scheme
- 'learn for you' – claim £75 each year tax free towards hobbies and activities outside of work.
- Funding support for continuing development, up to 2/3 of course costs paid with the remaining funded through an interest free loan recovered through monthly pay.
- Generous pension scheme (USS or SAUL depending on role).
- Salary sacrifice Cyclescheme.
- Salary progression plans.
- a £45 contribution every two years towards eye tests and the purchase of glasses where required.

Home working



- Hybrid Working policy – 40% of time averaged over a month to be spent in the office or meeting face to face with stakeholders, allowing 60% of time to be worked from home.
- Support for homeworking set up.

External schemes



- Charity worker discounts.
- Apple hardware discount scheme.
- Access to Able Futures for mental wellbeing support.

Our office facilities



- Tea/coffee/milk provided for refreshments.
- Kitchens available in all offices with access to fridges and microwaves.
- Shower facilities available (London and Cardiff).
- Cycle storage facilities.



Equality, diversity and inclusion

We want every member of staff to feel that they belong, can be themselves and that their opinion counts.

We can only reach our ambitious goals with multi-skilled, multi-experienced teams. Different perspectives make our work better.

What unites us is a passion for higher education and the enthusiasm to spread the message about the positive impacts UK universities have on our society.

We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join UUK.

An equal, inclusive and diverse place to work

Equality, diversity and inclusion help create new ideas and approaches to teaching, learning and research. With that in mind, we're building a culture where difference is valued. We're constantly evolving the programmes and tools that help all employees grow and manage rewarding careers.

TO FIND OUT MORE ABOUT EQUALITY, DIVERSITY AND INCLUSION AT UNIVERSITIES UK, READ OUR [INCLUSION AND DIVERSITY ACTION PLAN](#)

Staff engagement and wellbeing at work

Staff engagement

In our 2023 staff survey, we scored higher than similar organisations for caring about our employees and treating them with fairness and respect, and that 86 per cent felt proud to work for UUK.

Wellbeing at work

We care about the mental health and wellbeing of all our staff. Having open and honest conversations about mental health is important to us. Our commitment to staff wellbeing includes:

- Training some members of staff to become mental health first aiders so they are there for colleagues who need support and advice.
- Raising awareness by recognising Mental Health Awareness Week with external speakers, opportunities to come together and talk and take part in activities
- Training for managers and all staff on mental health awareness
- Employee Assistance support helpline.



Universities UK is the collective voice of 141 universities in England, Scotland, Wales and Northern Ireland.

Our mission is to create the conditions for

UK universities to be the best in the world; maximising their positive impact locally, nationally and globally.

Universities UK acts on behalf of universities, represented by their heads of institution



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