

The Union's vision is that: **Every student loves their time at Southampton.**
Your role in contributing towards achievement of this vision is described below.

Main Purpose of Role:

1. Delivering activities which enable us to attract, retain and reward talented people
2. Providing first line employee relations support and maximising employee experience across all areas of the employment lifecycle
3. Developing, implementing and monitoring HR policies and procedures to ensure they reflect best practice

Responsible to: Head of People (HR Lead)
Responsible for: N/A
Grade: D

Main Duties of the Role

Delivering activities which enable us to attract, retain and reward talented people

- Coordinate the end-to-end recruitment, welcoming and exit processes in liaison with relevant line managers
- Develop and Maintain relationships with external recruitment agencies and job board providers to ensure SUSU's reputation as a good employer is known and external stakeholders share this message with potential applicants
- Develop our recruitment networks on social media platforms by utilising SUSU networks
- Use Equality and Diversity data to inform and improve our recruitment processes that improve the diversity of applicants
- Coordinate the welcome and exit processes for staff members in liaison with relevant line managers
- Monitor, review and contribute towards People Projects and programs to improve the employee experience of working for SUSU
- Coordinate reward and recognition schemes and promote the range of benefits available to staff
- Champion, support and monitor the performance management process

- Provide support in salary benchmarking and job evaluation activities.

Providing first line employee relations support and maximising employee experience across all areas of the employment lifecycle

- Provide first line support in employee relations matters, advising on policies and procedures and escalating matters as appropriate
- Conduct welcome, exit and support session with people; collecting and reviewing feedback for management on areas for development.
- Be involved where needed with Disciplinary and Grievance procedures
- Deliver induction and ER training to managers
- Maintain and share learning of up-to-date knowledge of HR best practice and employment law with colleagues
- Arranging services for employees such as Occupational health
- Conduct Wellbeing Plans with members of staff
- Monitor use of EAP programmes and other wellbeing initiatives
- Taking a lead in the design and development of wellbeing initiatives and implementing and monitoring use of these initiative and the positive impact they have on staff.
- Maintain an up-to-date knowledge of HR best practice

Developing, implementing and administering of Policies and Procedures

- To contribute to the development, implementation, communication and administration of HR policies, procedures and processes
- Devise and update relevant templates forms and documents
- Ensure employment documentation is prepared and processed to a high standard and in a timely manner
- Ensure that HR information systems, records and staff files are accurately maintained and data is held in line with legislation and company policy
- Collate employment information for staff and advise payroll of required information within deadlines
- Produce correspondence to staff members in respect to their employment
- Produce and submit data and reporting on people operations activity in line with policies and procedures
- Contribute to the development of managers capability through appropriate interpretation of HR policies and procedures and adherence to best practice

Contribute to the overall effectiveness of the Union by

- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met
- Supporting the implementation of the Union plan, promoting our aims and values through the goals of the departments Operational Plan
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental
- Contributing to the positive image of The University of Southampton Students' Union with students, University and the local community
- Working with the team to ensure a full service is provided at all times, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Such other duties as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of the post

Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
CIPD Qualification at a minimum of level 3, or working toward achieving	X	
GCSE Maths and English at Grade C or above, or equivalent	x	
Working knowledge of a range of HR issues, HR best practice and employment law	x	
Strong Knowledge of recruitment processes	X	
Strong Knowledge for accessing and strong different types of data	X	
Experiencing of providing good quality advice to managers and employees on a wide range of HR issues	x	
Demonstrable experience of working within a HR environment or similar confidential role	x	
Competent level of experience in using HR information systems	X	
Effective presentation skills		X
Experienced in planning training and delivery or co-delivery		
Organisational and planning skills to manage own time and to meet deadlines and objectives	X	
Excellent verbal, interpersonal and written communication skills including diplomacy, influential, negotiation and facilitation with people at all levels of an organisation	X	
Ability and interest to research new ideas		X
Excellent judgement and problem solving skills	X	
Commitment to the values and purpose of a Students' Union, including the ability to work in and promote the student-led environment	X	
Good understanding of and commitment to boundaries and the confidentiality policy	X	
Excellent IT skills, including MS Teams, MS Office, Outlook and CRM systems	X	
Excellent organisation skills and ability to prioritise and manage own workload with minimum supervision	X	

People Advisor
PEOPLE TEAM
Role Profile

Enjoy working as part of a small team and possess a flexible approach to work	X	
Excellent communication and interpersonal skills to be reflected in written, telephone and face to face contact with students, colleagues, management and external stakeholders	X	
Commitment to and understanding of equal opportunities, including inclusivity and access issues	X	
Ability to deal with students who present with confidential and sensitive issues	X	
Ability to establish credibility and a good working rapport when working with all staff and management	X	
Commitment to the provision of excellent customer service with a high level of discretion and professionalism	X	
Ability to work under pressure	X	

Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.