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<th>HR Role</th>
<th>Key Areas of Responsibility</th>
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| **HR Partner**  | • To be the primary interface between the “business” and the HR Division  
• To lead on HR projects / areas of work to support delivery of the People Strategy  
• Work closely, in partnership to support and guide managers through organisational / business restructures and workforce planning.  
• Have oversight of all cases in the relevant area, and advise on more complex cases, and/or cases regarding both academic and professional staff including informal and formal stages of grievance, discipline and capability.  
• Provide proactive support and coaching to managers for conversations / mediation to encourage early conflict resolution where appropriate.  
• Discuss interventions in the management of complex absences to reach the appropriate solution in line with the appropriate University policy and employment legislation.  
• Provide advice on recruitment processes, probation, promotion, job evaluation, redeployment, contractual issues and exit management.  
• Responsible for collating and communicating intelligence between the business and wider HR Division.                                                                                                                                                                                                                                                                                                                                 |
| **Assistant HR Partner** | • Directly supports the HR Partners in all people management issues, including absence and health, conduct and capability, grievance and disciplinary matters.  
• Works with managers in support of all employee related matters and specifically casework including informal and formal stages of grievance, discipline and capability.  
• Advises managers on the use of the appropriate HR policies, procedures and practice  
• Ensures consistency of application on HR policies and procedures, identifying best practice and standardisation across the University  
• Responsible for the line management of the HR Advisors and the co-ordination of HR activity and case management as required.  
• Collate, analyse and monitor data to provide HR Metrics to inform people related key |
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<th>HR Advisor</th>
<th>performance indicators</th>
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| Responsible for the delivery of a broad range of day to day HR activity. Initial point of contact for all case management issues providing a customer-focused, comprehensive service to managers in line with the University’s policies, procedures and legal obligations. | • Advise on all people matters including, recruitment, absence and health, conduct and capability, grievance and disciplinary issues.  
• Proactively guide and support managers / supervisors / departmental officers through absence management policies and practices, arranging occupational health referrals as required and give advice on handling informal and formal meetings with members of staff.  
• To provide first line employee relations advice and guidance on maternity, paternity, fixed term contracts, secondments, holidays, unpaid leave, calculations of severance payments.  
• Monitors and advises on the status of fixed term contracts and liaise with departments giving guidance on forms and process where required and support with consultation meetings.  
• Guide and support managers through the recruitment process including the appropriate contracts, paperwork and use of Stonefish online recruitment system.  
• Provide advice and guidance to managers on the redeployment process.  
• Work with the HR Partner, supporting HR project activity and assisting with any restructure/redundancy processes.  
• Provide management information, as requested, for routine use and to aid decision making. |
| Service Delivery Team (Recruitment & Contracts)                         |                                                                                         |
| Respond to enquiries on all aspects of recruitment and contracts from both managers and individuals. | • Responsible for recruitment advertising, the processing and issuing of contracts and changes/variations to contracts.  
• Operational management of Stonefish eRecruitment system including creating vacancies and the request of references and providing support to recruiting managers.  
• Support and advise on employment issues regarding the legislation on handling visa and immigration.  
• Produce and issue contracts for Honorary and Visiting contracts  
• Processing domestic relocation claims  
• Produce and issue variations to contracts e.g. changes of hours, extension to fixed term,  
• Processing Maternity, Paternity and Adoption requests.  
• Administration of resignations / leavers. |