

JOB DESCRIPTION

Job Title:	Senior HR Policy Officer	Grade:	SG7
Directorate:	Human Resources (HR)	Date of Job Evaluation:	January 2021
Role reports to:	Head of Employee Relations and Change		
Direct Reports	N/A		
Indirect Reports:	N/A		
Other Key contacts:	HR Director, Head of HR Services, Head of Organisational & People Development, HR Managers, Organisational Development and Engagement Manager, Senior HR Operations Officer, Senior HR Recruitment Officer, Executive Assistant to Director of HR, Recognised Trade Unions, Pro Vice-Chancellors, Professional Service Directors, Faculty Operating Officers, Staff Networks.		
<p>This job description is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

- Develop and maintain people policies and procedures which provide general and practical advice and guidance for managers and staff on a range of employment issues.
- Ensure policies and procedures support the University's strategy, enhance the employer brand and foster a culture trust, fairness and inclusion.
- Maintain people policies and procedures to ensure they comply with new and existing legislation and case law.
- Undertake scheduled review of people policies and procedures to ensure they remain fit for purpose and reflect the latest developments in effective people management.
- Ensure that HR webpages on the University's staff portal are engaging, up to date and enable managers and staff to find the people policies and procedures they are looking for quickly and easily.
- Provided expert HR policy interpretation to colleagues in HR on complicated and/or contentious matters.

KEY ACCOUNTABILITIES:

Role Specific

- To lead the development and maintenance of people policies and procedures which:
 - Provide general and practical advice and guidance for managers and staff on a range of employment issues.
 - Encourage consistent application of clear principles.
 - Are complementary, flexible, practical, and enforceable.

- Clearly set out the roles and responsibilities of managers and employees.
 - Reflect and comply with existing or new legislation and case law.
 - Support the University's strategy
 - Enhance the employer brand and foster a culture trust, fairness, and inclusion.
 - Follow the latest developments in effective people management.
 - Reflect internal change.
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- Work with the Head of Employee Relations and Change to ensure that the University's people policy framework reflects the needs of the organisation and its workforce.
 - Lead scheduled review of people policies and procedures to ensure they remain fit for purpose and reflect the latest developments in effective people management.
 - Take an evidence-based approach to people policy development which combines behavioural science and academic research, organisational data, stakeholder concerns and practitioner expertise.
 - Ensure that people policies and procedures are clear, well researched and are developed from the perspective of managers and staff.
 - Working with the Head of Employee Relations and Change, lead stakeholder engagement on people policies and procedures (i.e., the development of new and changes to existing policies and procedures).
 - Working with the Head of Employee Relations and Change, lead consultation with representatives of the recognised trade union representatives on people policies and procedures (i.e., the development of new and changes to existing policies and procedures).
 - Lead on the launch and implementation of new and amended people policies to ensure there is a common understanding amongst managers and staff.
 - Working with Organisational & People Development, ensure that training and development is in place to support the implementation of policies.
 - Working with relevant stakeholders in IT and within HR, ensure that HR webpages on the University's staff portal are engaging, up to date and enable managers and staff to find the people policies and procedures they are looking for quickly and easily.
 - Provide, expert HR policy interpretation, which is clear, and business focused to colleagues in HR on complicated and/or contentious matters.
 - Develop and maintain positive relationships with a range of stakeholders including but not exclusively, senior managers, HR colleagues, trades unions, and Staff Networks.

Team Specific:

- Work as a collaborative member of the Employee Relations and Change Team sharing knowledge, best practice, and experience to continually improve the quality of the HR directorate's work and its delivery.

Generic:

- To support delivery of the HR Directorate's strategic objectives, undertaking relevant project work as agreed by the Head of Employee Relations and Change.
- Represent HR on working groups with both internal and external stakeholders as agreed by the Head of Employee Relations and Change.
- Assist the HR Senior Management Team in identifying risks associated with the business of the Directorate and proposing potential mitigation/action etc.

- Deliver HR services to a high standard and in a manner, which supports the University's values.
- With other Directorate managers ensure that the work of the Directorate is co-ordinated and integrated to provide a complete and joined up HR service.

Managing Self

- Demonstrate a commitment to continuous professional development and to ensure that they are aware of new and existing legislation, case law and the latest developments in effective people management.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

Undertake any other duties as requested by the Director of HR or their line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Directorate delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Right first-time services, with minimal complaints
- Positive customer feedback (measured by customer satisfaction/understanding of changes made to the University's people policies and procedures)
- Improved employee engagement outcomes
- Improved employee engagement scores for HR Directorate (measured by feedback from the annual staff engagement survey)
- Production and delivery of work and projects to agreed timescales, quality, and plan

KEY RELATIONSHIPS (Internal & External):

HR Director, Head of HR Services, Head of Organisational & People Development, HR Managers, Organisational Development and Engagement Manager, Senior HR Operations Officer, Senior HR Recruitment Officer, Executive Assistant to Director of HR, Recognised Trade Unions, Pro Vice-Chancellors, Professional Service Directors, Faculty Operating Officers, Staff Networks.

Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> • Significant experience of working in HR at an operational level. • Significant experience of leading the development and implementation of people policies and procedures which reflect and comply with existing or new legislation and case law and meet business need. • Significant experience of leading the development and implementation of people policies and procedures within a complex, unionised organisation. • Significant experience of undertaking trade union consultation and stakeholder relationship management on people policy development. • Significant experience of providing expert HR policy interpretation, which is clear, and business focused to colleagues in HR on complicated and/or contentious matters. • Significant experience of building effective networks and collaborative working relationships both internally and externally to create opportunities and deliver results. • Significant experience of influencing and achieving buy-in from stakeholders. • Considerable experience of utilising project management techniques. <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Specialist knowledge of how employment law (e.g. statute, case law) is created and how to interpret it into people policies and practices. • Specialist knowledge of latest developments in effective people management. • Specialist knowledge of collective employment law and collective bargaining. • Detailed knowledge of project management techniques. 	<p>Experience:</p> <ul style="list-style-type: none"> • Demonstrable experience of working in HR within the Higher Education sector. <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • N/A

<ul style="list-style-type: none">• Detailed knowledge of evidence-based practice.• Excellent influencing and persuasion skills.• Excellent verbal and written communication.• Customer focused and results oriented approach.• High level organisational skills.• Effective team player. <p>Qualifications:</p> <ul style="list-style-type: none">• Chartered Member of the CIPD or equivalent.• Level 5 qualification (e.g., degree) or equivalent level experience. <p>Personal attributes</p> <ul style="list-style-type: none">• We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity.	<p>Qualifications:</p> <ul style="list-style-type: none">• N/A <p>Personal attributes</p> <ul style="list-style-type: none">• N/A
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