



Job Description	
Job Title	Employee Relations Specialist
Responsible to	Head of Employment Law, Compliance, and HR Operations
Department	People and Organisation
Job description date	October 2021
Purpose of job and primary objectives	
<p>Your primary role will be to advise, coach and support employees and line managers on a wide range of ER issues across the full employee life cycle, ensuring fairness and consistency. You will help coach and develop our managers during any meetings with employees, by providing scripts, advice, and outcome documentation.</p> <p>You will help develop and implement a suite of employee and manager guidance, and letters and documents for all employee relations processes within the employee lifecycle. This will include working with the Organisational Development Business Partner on developing an ongoing programme of ER and people management briefings, coaching and training for aspiring, new and existing people managers.</p> <p>Under the professional guidance of the Head of Employment Law, Compliance and HR Operations, you will provide employment law advice in line with legal compliance and consistency with the College's values and ethos. As you develop within the role, you will have the opportunity to develop your employment and contractual law knowledge further through shadowing, coaching, and practical on the job training.</p> <p>Working with the HR Manager, you will provide support on absence and long term sickness cases, and will lead on flexible working and family leave. You will help us continue to have a strong relationship between the College and our Occupational Health providers, ensuring that we take a proactive approach to employees' wellbeing through seeking early OH advice.</p> <p>You will manage the ER caseload, and will maintain accurate records for ER cases. You will support the Head of Employment Law, Compliance and HR Operations on complex cases which includes note taking and acting as an ER advisor to managers during meetings.</p> <p>You will support the formation and continuous review of all procedures and processes that support ER Policies including planning, scoping, researching, reporting and recommending change and continuous improvement.</p> <p>You will ensure we have up to date information on current ER trends, both internally and wider, and will make recommendations on how we can improve. You will also provide regular reporting on ER metrics.</p>	

This role will also be responsible for assisting the Head of Employment Law, Compliance and HR Operations, and the Director of People and Organisation with the delivery of specific projects, such as those relating to organisational or contract changes.

Responsibilities for all Clifton College colleagues

Values and behaviours

We always seek to uphold Clifton College's values in everything we do, acting as a role model for all Clifton employees and pupils

We support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment

Equal Opportunities

We maintain an up to date knowledge of Equality and Diversity legislation and the College's Equality, Diversity, Inclusion and Belonging policies and procedures, in particular with regard to the recruitment and retention of staff.

Safeguarding

We all have a good working knowledge of Safeguarding legislation, and the College's safeguarding and safer recruitment policies and procedures.

Health and Safety

We ensure that our knowledge of Health and Safety legislation, as applicable to our role, is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable

Professional Development

We all seek to maintain and update our own knowledge and skills in line with legislation and the needs of the role, and support our teams in their continuous professional development.

Person Specification

Key traits

Essential:

- Customer focused with a desire to continually improve the employee experience, and to further embed a culture of continuous improvement within the College
- The ability to foster strong team working within and beyond your team
- Positive and motivated style and is a strong partnership worker

Qualifications

Essential

- Educated to GCSE standard of education or equivalent
 - Legal or HR qualification or equivalent experience

Desirable

- Degree level education, or equivalent

Knowledge & experience required

Essential:

- Previous experience of working within an employee relations or similar role within HR or legal setting e.g employment law paralegal:
-
- Experience of, or a willingness to learn:
 - Creating and shaping people policies
 - Face to face management complex cases, such as attending disciplinary, grievances and appeals as advisory support.
 - Supporting the organisation through restructures and TUPE
 - Ensuring positive employee relations in employee engagement.
 - Dealing with disputes appropriately and in the best interests for both employee and the college.
 - Assisting with manager upskills to deal with people in a fair and effective manner

Desirable:

- Experience of handling complex disciplinaries and grievances
- Experience of TUPE transfer

Skills required

Essential:

- The ability to plan ahead and deal with unexpected changes
- Solid employment law knowledge
- A good eye for detail
- A curiosity and ability to learn and apply new concepts quickly.
- Good critical thinking skills
- Good IT skills
- Competent writing and numerical skills