

Capital City College Group
Job Description and Person Specification

Post:	Employee Relations Officer
Contract:	Fixed Term
Hours:	35 per week
Reporting to:	HR Manager
Salary:	£34,418

Key Purpose

Work as part of a team providing HR advice and support to line managers and employees on the employee life cycle with a specialist focus on employee relations

Main Duties and Responsibilities

- Coaching and supporting line managers on employee relations issues including absence management, performance management, grievances, disciplinaries, probation casework amongst other things
- Provide advice to employees and managers on terms and conditions of service, employment policies and procedures
- Support and advise managers with level 1 and level 2 meetings under the absence and performance management policies and support with referrals to occupational health
- Work closely with colleagues in HR to ensure that payroll affected changes are notified and processed
- Supporting the HR Manager and Learning and Development Team with the delivery of training for line managers and other activities supporting management development
- Supporting the HR Manager with managing HR processes like ending of fixed term contracts, redundancy consultation meetings and reorganization meetings.
- Working with colleagues both in HR and in the wider business to identify and delivery initiatives and projects, ensuring that the service we deliver is continuously improving
- Attend meetings with managers within your assigned business area to update on casework progress, identifying issues or trends
- Take notes at meetings including investigations, hearings and appeal
- Support on recruitment panels as required

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.

- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining professional development, and actively participate in the Group's appraisal scheme.
- To carry out duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Possess CIPD Level 5 or equivalent by experience. Willingness to work towards CIPD Level 5.	X	
	Qualified to degree level or equivalence by experience	X	
	GCSE Maths and English A-C or equivalentW	X	
Knowledge / Experience	Experience of supporting on ER cases including sickness, grievances, disciplinary and performance	X	
	Experience of coaching and supporting line managers through the management of staff and through the management of change	X	
Skills / Abilities	Able to demonstrate effective knowledge of employment legislation and its application	X	
	Ability to maintain confidentiality and inspire confidence whilst acting with wisdom, tact and discretion	X	
	Be resilient and able to work under own autonomy and as part of a team	X	
	Possess excellent communication skills both verbally and in writing	X	
	Skilled at use of Microsoft Word, Outlook, Teams and be familiar and ofe with other apps in the Office 365 Suite	X	