

1 Advertisement

Post Title: Human Resources Associate

School/department: Human Resources

Hours: full time or part time hours considered up to a maximum of 36.5 hours
Requests for flexible working options will be considered (subject to business need).

Contract: fixed term for 9 months

Reference: 6422

Salary: starting at £30,497 to £34,304 per annum, pro rata if part time

Placed on: 27 August 2021

Closing date: 08 October 2021. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: October 2021 onwards

To support the Size and Shape Programme, we are seeking HR professionals who will support the detailed implementation of the people plans. This will include working with those affected by the changes and their managers to ensure that going forward the needs of the institution are met. Successful candidates are likely to have provided HR support to change programmes, conducted individual and collective consultation meetings and have a good working knowledge of HR legislation and good practice.

Please contact Phil Sharp, (p.sharp@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/humanresources/>

3. Job Description

Job Description for the post of: Human Resources Associate

Department: HR Business Services

Section/Unit/School: Human Resources

Location: Sussex House

Grade: Grade 6

Responsible to: Human Resources Business Partner

Key contacts: HRBPs, HR Business Services team, Heads of Schools and Directors, line managers, employees, Dep DoHR, Project Team

Job Purpose:

1. Provide HR implementation support for large scale change programmes in individual client areas
2. Work as part of a team to support colleagues with change programmes in their client areas
3. Support HR Project delivery across the function

Main accountabilities:

- Undertake the implementation of logistics to ensure the efficient and effective project roll out
- Support the design of organisational structures
- Support the As is, to be, mapping process
- Preparing Job Descriptions
- Undertake Job evaluation
- Support communications programmes, including giving presentations to staff
- Undertake individual consultation meetings
- Deliver individual one to one feedback
- Setting up, arrange and conduct recruitment and assessment centres
- Complete assessment and selection processes
- Draft and prepare appointment and decision letters
- Assist in the preparation of business continuity and cutover plans
- Undertake training needs analysis
- Complete project management reporting to ensure project milestones are achieved

4. Person Specification

Knowledge areas

- Generalist HR best practice
- Employment legislation
- MS Office to an intermediate level
- Restructurings and Reorganisations
- HR systems and processes
- Project Management

Skills

- Ability to build successful professional working relationships
- Flexible and adaptable, can-do approach, with the ability to deliver outcomes both in person and virtually as the situation demands
- A high level written and oral communication skills
- Ability to understand and effectively interpret complex information
- Excellent planning, organisational and project management skills
- Ability to work as part of a high performing team
- Ability to prioritise workload independently
- Resolution focused
- Resilience with the ability to work in challenging situations
- Quantitative and qualitative research and analysis

Essential Experience

- Experience as an HR Advisor or Senior HR Administrator in a complex organisation.
- CIPD Level 5 qualified or work towards that level or with significant demonstrable HR experience
- Supporting the implementation of large scale change management programmes and restructuring exercises
- HR operations (e.g. recruitment, contract management, employee relations, consultation meetings)
- Project working

Desirable Criteria

- Experience of a knowledge intensive and/or not for profit organisation
- Of graduate calibre