

University of Edinburgh

Job Description

1. Job Details

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| Job title: | Deputy Director, HR |
| School/Support Department: | Human Resources |
| Unit (if applicable): | Corporate HR |
| Line manager: | Director of Human Resources |

2. Job Purpose

To lead the development of the University's reward strategy, core HR policies, and 'partnership approach' to staff relations and collective bargaining, in consultation with heads of HR operational functions, to ensure that HR policy, strategy and practice meet the needs of Colleges and Support Groups and are in line with the University's strategic plan; and to manage staff relations, staff support, management information/HR systems support, and staff communications activities based with the Corporate HR team.

3. Main Responsibilities

**Approx.
% of time**

1. Continue to develop the University's reward strategy and supporting systems to meet College and Support Group needs in the future
2. Develop modern core, HR policies in response to, and addressing, business needs in Colleges and Support Groups, the University's strategic objectives and legal compliance requirements.
3. Develop and manage the 'partnership approach' to staff relations, maintaining, developing and extending links with trade unions (including extending relationships with Colleges and Support Groups) and communications with staff more generally.
4. Develop and maintain excellent management information and HR systems support for the University, including appropriate measures and benchmarks to contribute an HR 'balanced scorecard'
5. Lead key, major HR projects to deliver specific objectives and changes (for example, the current major reward modernisation project)
6. Line management of HR Corporate staff (see organisation chart)
7. Provide advice and case management support in areas of grievance and discipline (usually at the appeal stage to supplement and support operational HR departments).
8. Deputise for Director, internally and externally, as required (including representing him/her at Scottish or UK level in the sector).

4. Planning and Organising

Project management on small, medium and major scale as needed. Planning and organising work in all other areas (up to 2 years) to meet objectives set in University or HR plans and/or as agreed with Colleges and Support Groups, analysing risks, deploying staff and driving to meet deadlines. Contributing to plans up 5 years ahead (eg HR Strategy development and some dimensions of reward). Responding to line management demands over days and weeks and developing staff over the medium/longer term.

5. Problem Solving

Complex problems relating to changes in policy or practice need to be solved by jobholder, in careful consultation with key stakeholders (especially Colleges and Support Groups whose needs are the key drivers), taking UoE culture, staff relations and employment law into account, and relate to both internal and external changes and to

the need to create more flexible and modern solutions in most areas of HR. Also advises on complex personal cases (eg grievances) and on complex grading cases.

6. Decision Making

Shaping decisions on the parameters of projects for which s/he is directly or indirectly responsible by establishing clear professional leadership and limits. Line management decisions on selection of staff, management of budget, work priorities, etc. In absence of Director will determine decisions, other than the very highest level (where the jobholder may advise).

7. Key Contacts/Relationships

Heads of College and Support Group HR functions, senior management team, Committees (including Staff Committee and Central Management Group), trade union representatives and officials, UCEA, colleagues and contacts in other HEIs, including deputising for HR Director and Scottish and Russell Group meetings where required. Recruitment, appraisal and discipline for staff managed.

9. Knowledge, Skills and Experience Needed for the Job

Professionally qualified in HR, degree level capability, substantial track record in HR which must have included at least 5 years in operational HR at middle management level as well as some experience (at least 3 years) in areas of employee relations and policy/solution development. Strong influencing, negotiating and interpersonal skills, since much of success of the role is derived through the personal and professional authority of the jobholder rather than through hierarchy.

10. Dimensions

Reward strategy and process design and monitoring the operational effectiveness of both for major organisation with three Colleges and three Support Groups (with varying needs), 7000 staff and three recognised trade unions. Line management of up to 12 staff; currently, non salary budget of £4,500; occasional special budgets for projects (eg Reward project was exceptional with external funding at £900k); up to 5 major university committees (four JCNCs and Staff Committee);

11. Job Context and any other relevant information

The University has a devolved HR function in a traditional management context, which means that the jobholder has to operate and influence within a complex matrix of relationships, where the needs and drivers of the Colleges and Support Groups have primacy and solutions have to be found which meet the needs of up to six varying business areas in any case. Employee relations are critical and the building of partnership working is a long term investment; it can also be affected by external drivers such as national employment disputes which nevertheless impact locally. There is a large and constantly evolving legal context.