



## **COLEG CAMBRIA**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title: Employee Relations Specialist**

**Reports to: HR Projects Manager**

**Salary range: Business Support points 34-38**

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#### **Main Purpose of Job:-**

- To deliver a high performing and proactive business-focused HR service leading HR policy and managing Employee Relations

#### **Responsibilities and accountabilities:**

- Lead on the development and implementation of HR policies and procedures in line with legal requirements and best practice.
- Lead and facilitate the College HR policy-working group and liaise with key College users to ensure progress is made in relation to reviewing HR policies in a timely manner.
- Working collaboratively with the HR team and line managers on the case management of individual complex, high risk and sensitive employee relations cases.
- Conduct and advise on investigations and cases of people-related issues
- Effective case management of complex and challenging people related issues.
- Maintain records to ensure legal compliance.
- Apply expert drafting skills to produce appropriate outcome letters with minimal supervision.
- Drafting Settlement Agreements, having protected conversations and managing associated negotiations.
- Risk assessing and managing ACAS Early Conciliation claims
- Partnering with external counsel to collate information, preparing for and when necessary, attend mediations, arbitration, and other court proceedings such as Tribunals.
- Update and communicate policy changes to stakeholders in a timely manner.
- Manage and prepare reports on the HR scorecard.
- Manage the college recognition award scheme to promote engagement whilst ensuring a fair consistent approach.
- Provide effective support to the HR team and College users through the administration of the HR system.
- Responsible for ensuring an excellent standard of both verbal and written communication

- Responsible for providing high standards of customer service at all times both internally and externally

**Miscellaneous:**

To safeguard and promote the welfare of children, young people and adults at risk who are students of the College

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: ..... Date.....  
**POSTHOLDER**

Signed: ..... Date.....  
**HR Advisor**

**March 2022**

## Person Specification

Attributes		Item	Relevant Criteria	How Identified	Essential/ Desirable
1	Qualifications & Training	1.1	Level 2 English and Maths qualifications (or equivalent) at Grade 4 (C) or above	A/C/I	Essential
		1.2	Currently holds a Level 2 Digital Literacy or is willing to work towards	A/C/I	Essential
		1.3	CIPD professional qualification to Level 5	A/C	Essential
		1.4	MCIPD	A/C	
2	Relevant Experience	2.1	Experience of working as a HR Generalist role	A/I	Essential
		2.2	Experience of HR system administration and development	A/I	Essential
		2.3	Experience of development and review of HR policies in line with legal requirements and best practice.	A/I	Essential
		2.4	Experience of leading stakeholder working groups including Trade Unions	A/I	Essential
3	Specialist Knowledge & Memberships	3.1	Detailed knowledge of HR legal parameters and HR best practice including experience in legal processed/proceedings	A/I	Essential
		3.2	Knowledge of current thinking in Human Resources issues and trends	A/I	
		3.3	Able to communicate fluently (both written and verbal) through the medium of Welsh		Desirable
4	Skills and Abilities	4.1	Demonstrate a good level of IT competence. Must be able to navigate the Internet and Intranets as well as being willing to learn how to use new IT packages and systems	A/I	Essential
		4.2	Able to work as part of a wider team, and be flexible and adaptable when required	A/I	Essential
		4.3	Able to plan and manage own workload, ensuring deadlines are met.	A/I	Essential
		4.4	Excellent organisational skills	A/I	Essential
		4.5	Excellent time management skills	A/I	Essential
		4.6	Excellent communication skills both written and verbal	A/I	Essential
		4.7	Able to demonstrate personal resilience in order to cope with a range of difficult situations	A/I	Essential
		4.8	Proactive and self-motivated.	A/I	Essential
		4.9	Takes personal responsibility for delivering quality work.	A/I	Essential
		4.10	Identifies opportunities to improve and develop existing practices.	A/I	Essential
		4.11	Committed to working towards the departments shared goals and objectives	A/I	Essential
		4.12	Demonstrates through actions commitment to the Vision, Mission, Core Values and Behaviours.	A/I	Essential

			Strong customer focus and an ability to build trusted relationships with College managers	A/I	Essential
			Well organised and adaptable to changing needs of the business	A/I	Essential
			Able to analyse information relating to complex situations and communicate findings clearly	A/I	Essential
			Well-developed ICT skills including Excel at intermediate level or above	A/I	Essential
			Able to work well under pressure and to tight deadlines	A/I	Essential
			Able to influence and persuade senior colleagues and union representatives	A/I	Essential
5	Attitudes and beliefs	5.1	A commitment to the college's culture which places people at the centre of everything we do.	A/I	Essential
		5.2	A commitment to the established ethos of the organisation as a partnership between learners, staff, governors, employers, parents and other stakeholders.	A/I	Essential
		5.3	The continuous pursuit of high standards and excellence in all services provided by the organisation.	A/I	Essential
		5.4	A commitment to ensuring that all members of the organisation are valued, motivated and encouraged.	A/I	Essential
		5.5	The promotion of high professional, moral and personal standards in all aspects of the organisation, subscribing to the Nolan Principles.	A/I	Essential
		5.6	A demonstrable commitment to equality and diversity.	A/I	Essential
		5.7	An empathy and appreciation of Welsh Culture, language and heritage.	A/I	Essential
		5.8	The belief in upholding a strong organisational brand and reputation.	A/I	Essential
		5.9	Able to communicate through the medium of Welsh	A/I	Desirable
<b>Key:</b>		<b>How Identified</b>	<b>A</b>	Application	
			<b>I</b>	Interview	
			<b>T</b>	Test	
			<b>C</b>	Copy of Certificates	
			<b>P</b>	Presentation	