

HR Adviser

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



For further information about Norwich University of the Arts and our community please visit norwichuni.ac.uk

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

*Professor Simon Ofield-Kerr, Vice-Chancellor,
Norwich University of the Arts*

Committed to

EQUALITY DIVERSITY

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

This is a fantastic opportunity to join a recently formed, forward-looking People Team at Norwich University of the Arts. We are a specialist arts university with a stimulating workplace and ambitious plans. We celebrate diversity and want you to bring your authentic self to work each day in an environment that recognises your unique contribution.

We are seeking a strong HR generalist to help support the delivery of our operational people service and new People Strategy. If you have the passion, confidence and determination to make a positive impact, we want to hear from you.

As HR Adviser, you'll provide proactive, high-quality advice across a broad range of people topics including employee relations, recruitment, and learning and development. From managing early-stage casework and the delivery of small HR projects, to leading on recruitment campaigns, you will support effective people management across the University.

Working closely with managers, you'll coach and guide colleagues through complex people issues and contribute to the continuous improvement of our HR systems and services. You'll be accustomed to working with databases and use a range of digital tools to provide data metrics to support data-led decisions.

You will build influential relationships, drawing on your sound knowledge of employment law and HR experience. Your confidence, personal credibility, and coaching style will support managers to lead their teams effectively.

We are a values-driven institution that celebrates creativity and collaboration. We recognise that candidates may sometimes not meet all of our requirements. If you're someone who enjoys variety, thrives in a fast-paced environment, and is ready to make a difference, we would still like to hear from you.



HR Adviser

37 Hours per week for 52 weeks per year

Salary: From £32,546 to £37,174 per annum

If this role is of interest to you, please don't delay in sending us your application. We will review applications and interview on an ongoing basis and the vacancy will close as soon as an appointment has been made.





Job Description

HR Adviser

Reporting to: Head of HR Services

Job Purpose

- Support the delivery of the University and People Strategies and Plans.
- Provide proactive, high-quality HR support and guidance across a broad range of people issues to deliver effective people management.
- Responsible for a portfolio of people projects.



Duties and Responsibilities

Responsible for the provision of proactive, high-quality support and guidance to include the following:

- Deliver recruitment campaigns including the development of networks and use of social media in support of these.
- Manage early-stage employee relations casework and sickness absence and provide support for more complex cases.
- Support the delivery of people projects, leading the implementation of small projects.
- Apply, and support the development of, people policies, procedures and processes.
- Support for organisational change, organisational development and employee communications.
- Support the delivery and effectiveness of our learning and development framework and plan and digital learning systems.

- Support the delivery of our equality, diversity, inclusion and wellbeing agenda.

Deliver a high-quality operational HR service to include:

- Enhanced use of our people system (iTrent)
- Data reporting, analysis and the preparation of dashboards and metrics
- Job evaluation and supporting the delivery of the reward agenda
- Non-standard contract administration.
- Supporting and enabling managers and colleagues to confidently manage their staff, including use of self-service.

Maintain an up-to-date knowledge of HR legal and professional developments.

Undertake other appropriate duties as may be required from time to time by the Director of Human Resources.

Person Specification

ESSENTIAL

QUALIFICATIONS

- Good standard of general education
- Level 5 CIPD or willing and able to achieve within two years of appointment.

EXPERIENCE

- Strong generalist people experience including guiding and coaching line managers in people policies, procedures and processes.
- Experience of contributing to or leading small scale HR projects

SKILLS, KNOWLEDGE, AND ATTRIBUTES

- Sound knowledge of employment legislation and its practical application
- Operational understanding of people management and ability to effectively advise on HR issues.
- Ability to deliver HR related training in person, virtually and through digital learning tools.

- Diagnostic skills and ability to interpret numerical and non-numerical data
- Excellent IT skills including the use of databases, intranet, and reporting tools such as PowerBI and the ability to use social media effectively for recruitment purposes.
- Strong attention to detail and personal communication (written and verbal).
- Effective interpersonal skills, able to build positive relationships and quickly gain the trust and confidence of key stakeholders
- Ability to manage high volumes and competing demands

DESIRABLE

- Degree Qualified
- Experience of job evaluation
- Familiarity with different learning tools and methods including digital and blended.



Further Information

Equality, Diversity and Inclusion

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



General Information

Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

Duties

Your duties and responsibilities are outlined in the job description

Starting Date

This post is offered on an indefinite basis to commence as soon as you are available.

Hours of Work

The standard hours of work are 37 hours per week.

Salary

This post is on an incremental salary scale. The salary for this post is Grade 6, which is from £32,546 to £37,174 per annum

Annual Leave

Your annual leave entitlement will be 26 days per annum on appointment, rising to 28 days per annum between 3 and 5 years of service, and 30 days per annum after 5 years of service by the commencement of the annual leave year, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a “Career Average” salary basis to which the University currently contributes an additional 25.3%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University’s Candidate Interview Expenses Guidelines which are available on request.

Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



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Amma Asante, Chancellor

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

Submission of Application Form

Please submit both your completed application form and EDI form to jobs@norwichuni.ac.uk quoting reference A1135

Please note that we can only accept forms in either PDF or DOC format.

If this role is of interest to you, please don't delay in sending us your application. We will review applications and interview on an ongoing basis and the vacancy will close as soon as an appointment has been made.

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application. If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@norwichuni.ac.uk

Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.



Adam Billings



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