

The image shows the entrance to a building at Norwich University of the Arts. The building is made of dark, textured stone with a prominent arched doorway. The entrance has a glass door and a set of steps leading up to it. The scene is framed by lush green foliage in the foreground, with some leaves showing small red berries. The overall atmosphere is bright and sunny.

**NORWICH
UNIVERSITY
OF THE ARTS**

**HR Adviser
(fixed-term –
12 months)**

norwichuni.ac.uk

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 on Norwich University of the Arts and our Community please visit www.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**



Committed to equality and valuing 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.



A BA (Hons) Film and Moving image Production student setting up in the Sir John Hurt Film Studio

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 successful and ambitious University with a renowned reputation for teaching quality and student experience. You will join an enthusiastic and supportive team, with scope for you to grow personally and professionally and support our team as we go through a significant HR Services transformation.

HR Adviser

Fixed-term

This role is offered on a one-year fixed term basis

Full-time

37 hours per week

Monday to Friday, 8:45am to 5pm

Salary:

From £32,296 to £36,924 per annum, increasing to between £32,546 to £37,174 per annum from 1st March 2025.

We are looking for a strong HR generalist to support our operational and strategic delivery whilst some of our team are implementing our new HR system. If you have the ambition, enthusiasm and determination to make a difference, we want to hear from you.

You will provide support and guidance on a range of HR matters, ensuring an effective level of people management and delivery of a high-quality operational HR service.

You will have experience of guiding and coaching line managers, contributing to or leading HR projects, supported by a sound knowledge of employment legislation.

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.

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 Purpose

- Support the delivery of the People and University Strategies and Operational Plans.
- Provide proactive, high-quality operational HR support.
- Responsible for a portfolio of HR projects.



Main Responsibilities

- Provide support and guidance on a range of HR issues, ensuring an effective level of people management.
- Responsible for the delivery of a high-quality operational HR service to include:
 - preparing and co-ordinating recruitment campaigns.
 - non-standard contract administration and the timely notification to Finance for payroll processing.
 - monitoring absence and supporting a proactive approach to managing sickness.
 - providing advice and guidance to managers on employee relations matters including casework.
 - preparing and monitoring HR metrics and data for reporting purposes.
 - undertaking job evaluation and supporting the delivery of the reward agenda.
- Assist with wider HR activities such as:
 - HR communication
 - organisational development such as training and change management.
 - delivery of the equality, diversity and inclusion agenda
 - development and delivery of the wellbeing programme.
 - policy and process development and implementation.
 - projects and initiatives to deliver the People Strategy and Operational Plan.
- 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

- Good standard of general education
- Level 5 CIPD or willing and able to achieve this within two years of appointment
- Strong generalist HR experience including guiding and coaching line managers in HR process
- Experience of contributing to or leading small scale HR projects
- 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
- Diagnostic skills and ability to interpret numerical and non-numerical data
- Excellent IT skills
- High level of personal communication skills (written and verbal)
- Ability to build positive relationships and quickly gain the trust and confidence of key stakeholders
- Ability to manage high volumes and competing demands

Desirable

- Degree level qualification
- Postgraduate level 7 qualification in a relevant area
- Experience of analysing and researching Human Resources material
- Experience of job evaluation

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 a one year fixed term 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 £32,296 to £36,924 per annum, increasing to between £32,546 to £37,174 per annum from 1st March 2025.

Annual Leave

Your annual holiday entitlement will be 22 days rising to 25 days after 5 years' service, 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 24.4%.

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.



Students in the control room of The Sir
John Hurt Film Studio in Boardman House

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 your completed application form to jobs@norwichuni.ac.uk

Please note that we can only accept application 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.

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.

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.



**NORWICH
UNIVERSITY
OF THE ARTS**

norwichuni.ac.uk

