

MANCHESTER
1824

The University of Manchester

Brief for the position of Employee Relations Administrator (3 posts) The University of Manchester

January 2023





As an equal opportunities employer, we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit.



Thank you for your interest in this role at The University of Manchester. The University has a rich heritage of discovery, social change and a pioneering spirit, which has been at the heart of what we do since 1824. When you join our university, you become part of a truly diverse and global community of staff, students and alumni all focused on ensuring that we are recognised for the excellence of our people, research, learning and innovation, and for the benefits we bring to society.

Employee Relations Administrator

Salary:	Grade 4 £27,924 to £35,326 per annum (according to relevant experience)
Hours:	Full Time
Duration:	Permanent
Location:	Oxford Rd, Manchester

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About The University of Manchester

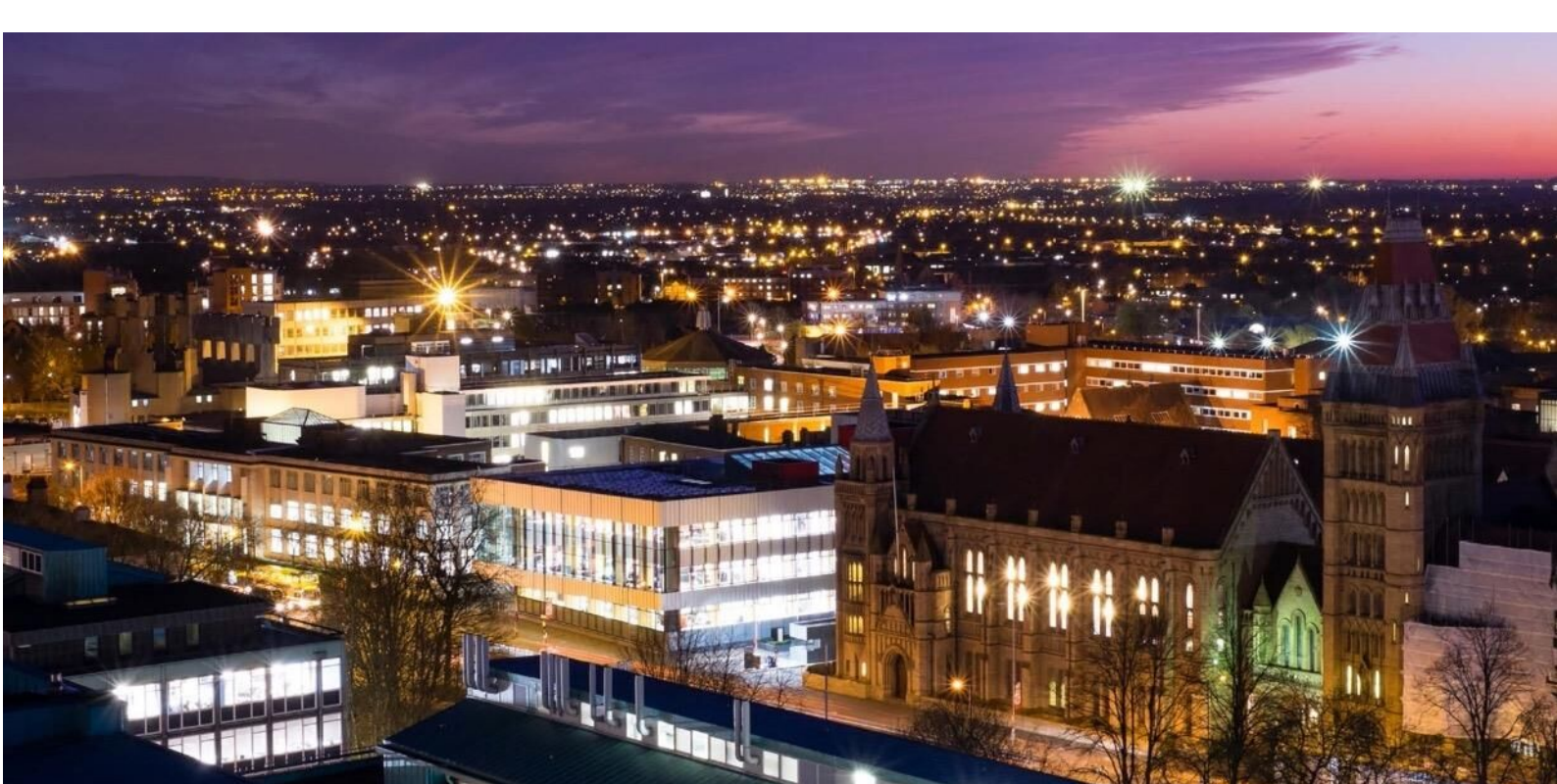
The University of Manchester is a place where research has international impact, where students experience outstanding teaching and learning, transforming into employable graduates, and where all activity is enriched by a commitment to social responsibility and the benefits we bring to society and the environment.

Manchester was the first and most eminent of England's civic universities. Our rich heritage of discovery, social change and pioneering spirit remains at the heart of all we do. Today, we're part of the prestigious Russell Group of UK universities and one of the UK's largest single-site higher education institutions, with more than 40,500 students, 12,950 staff, a £1 billion turnover, and a significant ongoing capital investment programme.

The University's vision and strategic plan, [*Our future*](#), has three core goals and four themes:

- Research and discovery
- Teaching and learning
- Social responsibility
- Our people, our values
- Innovation
- Civic engagement
- Global influence

Our future sets an ambitious agenda to build on our distinctive strengths over the next decade, with a commitment to make a difference to society.



Leadership

President and Vice-Chancellor,
Professor Dame Nancy Rothwell

Deputy President and Deputy Vice-Chancellor, Professor
Luke Georgiou

Registrar, Secretary and Chief Operating Officer,
Patrick Hackett

Vice-President for Research, Professor Colette Fagan

Vice-President for Teaching, Learning and Students,
Professor April McMahon

Vice-President for Social Responsibility,
Professor Nalin Thakkar

Vice-President and Dean of the Faculty of Science and
Engineering, Professor Martin Schröder

Vice-President and Dean of the Faculty of Humanities,
Professor Keith Brown

Vice-President and Dean of the Faculty of Biology,
Medicine and Health, Professor Graham Lord

Chief Financial Officer, Carol Prokopyszyn

Director of People and Organisational Development,
Adèle MacKinlay

The senior officers are supported by a number of associate vice-presidents, who are responsible for leading on cross-cutting, thematic priorities. Our Chancellor, former Chief Crown Prosecutor for North West England, Nazir Afzal OBE, is the ceremonial head of the University and presides over meetings of the General Assembly and over degree congregations.

The Pro-Chancellor, Jim Hancock, deputises for the Chancellor and chairs the Nominations Committee.

Detailed biographies of the [University's senior officers](#).

Governance

The University of Manchester's governance structure and constitution have been developed so that they hold true to the ethos, principles and requirements of good governance in higher education.

Governance is the responsibility of the following authoritative bodies:

Board of Governors

The Board of Governors is the University's governing body. Chaired by Edward Astle, and with 23 (mostly Lay) members, it has ultimate responsibility for the University's overall strategic direction and for the management of its finances.

General Assembly

A two-way channel of communication through which the University presents its achievements to its broader constituencies and receives feedback and advice on matters relating to University business. It has around 100 members.

Senate

The University's principal academic authority. The Senate is responsible to the Board of Governors for the promotion of research and for monitoring standards in teaching.

Structure

The University of Manchester is divided into three Faculties, each of which comprises a number of Schools with powerful reputations for teaching and research success.

The University's size and scale means it can offer unparalleled opportunities for interdisciplinary ventures and collaborative working, enabling both academics and students to achieve great things.

The Faculty of Biology, Medicine and Health

Comprising the Schools of: Biological Sciences; Medical Sciences; and Health Sciences.

The Faculty of Science and Engineering

Comprising the Schools of: Natural Sciences; and Engineering.

The Faculty of Humanities

Comprising the Schools of: Arts, Languages and Cultures; Environment, Education and Development; Social Sciences; and the Alliance Manchester Business School.

The Faculties are supported by;

Cultural Institutes: Comprising of the Manchester Museum, Whitworth Art Gallery, Jodrell Bank Discovery Centre and John Rylands Research Institute & Library

Professional Services which includes the Directorate of People and Organisational Development.

Further information on the [University's Structures](#).

Global rankings and reputation

The University of Manchester is a truly global institution, with a reputation for education and innovation that resonates across the world. Current global rankings place Manchester as the 27th best university in the world (QS University World Rankings, 2021) and 5th in the UK (Academic Ranking of World Universities, 2021).

International businesses, charities, governments and universities turn to Manchester for its expertise – from leading the European renaissance in industrial biotechnology to broadening access to cancer services in India, helping more than 5,000 children with leukaemia receive treatment.

We have a rich history of attracting brilliant minds to the University, with 25 Nobel laureates among our current and former staff and students, including Ernest Rutherford, Arthur Lewis, and most recently, Andre Geim and Kostya Novoselov.

More than 170 student nationalities come together on campus, making Manchester one of the world's most international universities.

Learn more about our [rankings and reputation](#).



The University estate

The University's campus is one of the largest estates in UK higher education, with 229 buildings across 270 hectares.

In 2012 the University embarked on a £1 billion, 10-year plan to create a world-class campus for students and staff, which included refurbishing existing buildings and brand new constructions. The majority of these landmark projects have been completed, including the Whitworth, the Manchester Cancer Research Centre, and the National Graphene Institute, which have received or been shortlisted for major awards.

In 2021 we completed construction of the Manchester Engineering Campus Development (MECD), the largest home for engineering in any UK university.

Looking ahead, we are embarking on a joint venture with Bruntwood SciTech to establish Innovation District Manchester (IDM). The new £1.5 billion innovation district will transform our north campus and will be a focal point for collaboration, innovation and commercialisation in the region.

More information on the [Campus Masterplan](#).

Research and innovation

Research is at the heart of our heritage, our present and our vision for the future. Our discoveries have shaped the world today, from the development of the first stored-program computer to the establishment of modern economic theory.

Our place as one of the UK's top research universities was confirmed in the results of the 2014 Research Excellence Framework (REF), where 83% of our research activity was judged to be 'world-leading' (4*) or 'internationally excellent' (3*). In 2020/21 the University attracted more than £300m of external research funding, including the greatest amount of UK Research and Innovation funding awarded to any institution in the UK.

The University of Manchester's research has real-world impact beyond academia. We are at the forefront of the search for solutions to some of the world's most pressing problems, seeking to be a global force for positive change. Our five [research beacons](#) – advanced materials, biotechnology, cancer, energy, and global inequalities – showcase examples of our interdisciplinary approach to solving the world's biggest challenges, from eradicating poverty to ensuring energy supply for future generations.

We maximise research impact through external funding, licensing, supporting enterprise, and partnering with other organisations. For example, the [Royce Institute](#), based at Manchester and funded by government and industry, is the UK's national centre for research and innovation of advanced materials. In partnership with other Russell Group universities, UKAEA and NNL, it seeks to benefit UK industry by advancing its capability and competitiveness in this area.

Innovation also features strongly at Manchester and it is our ambition to be recognised as Europe's most innovative university. Our history of intellectual property commercialisation spans more than 25 years, during which time we have generated more than 100 spin-out companies. Since 2004 our commercialisation activities have contributed £962 million of economic impact. Of this, £511 million has come from third-party investment in University spin-out companies, and £451 million of gross value added (GVA) from sales and jobs created by IP licensing and spin-out activities.

The launch of the University's Innovation Factory and our role as a founding partner of the investment company Northern Gritstone will be integral to the continued commercialisation of university spinouts and helping our local and regional economies to build back better.

Learn more about our [research](#).



Teaching and learning

The University of Manchester is committed to delivering an outstanding and transformative education, giving learners of all ages and backgrounds the chance to contribute to positive change, improving their lives and those of others. Our academic offering is rigorous, geared towards future employability, and makes use of innovative teaching methods in a high-tech learning environment.

Expert teaching is underpinned by internationally significant research and strong industrial links. All courses are multidisciplinary, flexible and unit-based, which allows students to tailor their learning to their personal interests and career ambitions.

Our future has set the direction of travel towards flexible learning to enhance, but not replace, in-person teaching. We have established a Flexible Working programme to work in partnership with staff and students to shape the future of learning. It remains our priority that our teaching is accessible and inclusive, with global reach.

Student employability is a key priority for the University. Skills development is built into all degree programmes, and further personal and professional development opportunities are available.

We encourage all our students to participate in Stellify, a select package of activities containing some of Manchester's most exciting and transformative student experiences, in order to help them develop the distinctive attributes that make the institution University of the year for graduate employment (*The Times and Sunday Times Good University Guide*, 2020).

Activities include: tackling ethical grand challenges relating to equality, sustainability and social justice in the modern world; studying optional interdisciplinary and international course units incorporating world-leading research; making a difference via community volunteering and developing key skills through leadership roles and work experience.

More information on the University's approach to [teaching and learning](#).



Social responsibility

More than a decade ago, we became the first British university to set social responsibility as a core goal. We were keen to reaffirm this in our new strategic plan, placing an even greater emphasis on environmental sustainability.

In April 2021, our efforts culminated in the University ranking first in the world in the *Times Higher Education* University Impact Rankings, which rates institutions on their contributions to the United Nations' Sustainable Development Goals. This fantastic achievement epitomises everything we stand for and recognises all we have achieved together, delivering benefits for the good of society and transforming lives for the better.

To encourage students to become socially responsible citizens, the University offers every undergraduate the opportunity to work together across disciplines to confront a new ethical grand challenge in each year of their study. Staff are able to commit to make a difference through [50,000 Actions](#), the biggest sustainability initiative for staff at UK universities.

The University proactively addresses inequalities by ensuring its knowledge, expertise and activities help to create a fairer Greater Manchester. For example, the [Manchester Access Programme](#) has supported thousands of local students from under-represented backgrounds to study for a degree and progress into valuable professions such as medicine, teaching and law. The University is also leading an independent Inclusive Growth Analysis Unit in partnership with the Joseph Rowntree Foundation to help make poverty reduction central to processes of growth and devolution in the city region.

As a civic university, Manchester contributes to the expansion of educational, social and cultural opportunities in the city and beyond. We invest more than £15 million annually in financial support for students from disadvantaged backgrounds, while more than 1,250 of our staff and alumni – more than at any other university – have volunteered their time and skills as school governors at local state schools. Elsewhere in the community, our unique employment partnership The Works has supported more than 4,000 local people into work.

Our work on social responsibility has global reach and impact. [Equity and Merit Scholarships](#) assist talented master's students from developing countries in Sub-Saharan Africa to access study programmes and use this knowledge to contribute to sustainable development initiatives in their home countries. Manchester's Global Development Institute is the largest dedicated development research and teaching institute in Europe.

Closer to home, our unique cultural institutions – the Whitworth, the John Rylands Research Institute and Library, Manchester Museum and Jodrell Bank Discovery Centre – are engaging audiences through their diverse collections, events, exhibitions, partnerships and inspirational spaces.

Learn more about the University's commitment to [social responsibility](#).

Equality, diversity and inclusion

The newly-created Directorate of Equality, Diversity and Inclusion (EDI) works with students, staff and the wider University community to set a new direction for EDI at our University. The Directorate is also responsible for putting into practice the commitments outlined in our [action plan](#) to address EDI issues.



Role specification

The University of Manchester is seeking to appoint 3 outstanding individuals to the position of Employee Relations Administrator. He/she/they will be a key member of the newly formed Employee Relations Team within the Directorate for People and Organisational Development (P&OD). These roles are seen as development roles within the People & OD Directorate and the job holders will (subject to funding) be offered Apprenticeships at Level 3 HR Support.

Reports to:

Employee Relations Co-ordinator.

Overall purpose:

The Employee Relations Administrators are responsible for provide a full range of client-focused, administrative, reporting and data management support services to and on behalf of the Employee Relations Team.

They will be the first point of contact for managers and staff, providing basic management advice and signposting on the application of People & OD Policies and Procedures, escalating where appropriate.

These are new roles.

Key Responsibilities, Accountabilities and Duties:

The Employee Relations Administrator is expected to

- Under the direction of the Employee Relations Co-ordinator and in conjunction with the ER Partners and Advisors, provide a full range of client-focused, administrative, reporting and data management support services to and on behalf of the Employee Relations Team.
- Under the guidance of the Employee Relation Advisors and Partners, undertake first line casework support to managers, and administrative support to People & OD Partners in the management of formal complex ER cases.
- Under the direction of the Employee Relation Co-ordinator, develop and maintain the ER Webpages ensuring they are relevant and up to date. To oversee the preparation and publishing of appropriate correspondence and documentation to support the arrangements for formal ER meetings
- Preparation and issuing of appropriate correspondence and documentation to support the arrangements for formal meetings that have been accepted under the triage process, using standard letters in accordance with established practices and procedures under the University's Employee Relations Policies, i.e Disciplinary, Grievance, Dignity at Work and Sickness Absence.

- Support Partners and Advisors in the coordination and management of investigatory/complex case management processes, including grievance, dignity at work, disciplinary, complex sickness absence cases, organising meetings, preparing correspondence and bundles, taking and producing notes.
- Following established protocols, maintain and store comprehensive and accurate records in relation to Employee Relations activity.
- Managing diary appointments of appropriate managers, the ER Team and P&OD Partners to facilitate meetings under the procedures above.
- Liaise with L & OD colleagues to support a range of ER Training interventions for managers across the University and maintain a register of Investigation Managers organising refresher training where necessary.
- Liaise with the Office of the President to arrange Panel member training and availability for Board and Lay members to attend Panels. Develop and maintain register of Board and Lay members for panel attendance.
- Develop and maintain a confidential and accurate record system of all formal casework and provide data and statistical information and run reports in order to maintain a range of metrics to strategically inform and measure ER activity. Also assist in monitoring, analysing and reporting on KPIs/SLAs and project progress against deliverables.
- Produce internal and organisational communications on behalf of the team.
- Be the first point of contact for the ER Team and provide advice and guidance to managers and staff on the application of all HR Policies and Procedures, utilising and directing them to web-based information, investigating and responding to enquiries in a consistent and effective manner.
- Coordinating key Employee Relations functions with other areas of People & OD and colleagues and staff from across the University.
- Contribute to the creation and review of materials, processes and procedures that underpin the Employee Relations activities.
- Act in accordance with and promote university policies, procedures and requirements at all times, in particular those relating to health and safety; equality, diversity and inclusion; and information governance.

Person specification

The Employee Relations Administrator will be expected to demonstrate the following:

Skills & Experience

- Knowledge and experience of working in a People & OD (HR) environment.
 - GCSE English and Maths at Grades C or above, or equivalent levels of qualification or experience that demonstrate an equivalent standard of literacy and numeracy.
 - An understanding of employment related-legislation and HR Administration.
 - Experience of working in a team environment within a large organisation, demonstrating an ability to be flexible and provide support for colleagues.
 - Excellent communication skills, (oral and written) demonstrating an ability to deal with a wide range of people, and able to take notes and prepare and present documentation to a professional standard.
 - Flexible and responsive to customer needs and able to provide information and advice and guidance, whilst maintaining confidentiality.
 - Excellent organisational skills, able to prioritise a variety of work activities in a busy environment and meet strict deadlines.
 - Demonstrate a high level of accuracy and attention to detail.
 - Excellent IT skills suited to a modern HR environment
 - Demonstrates the resilience needed to face multiple demands and cope with shifting priorities and rapid change.
 - Demonstrates a commitment to excellent customer service
 - Demonstrates a commitment to the University's values
-

Appointment process

Applications should be sent by midnight, 29 January 2023.

To apply, please access [Jobs | The University of Manchester](#).

You should also include a minimum of two work referees. References will only be taken towards the final stages of the process. Candidates will be consulted before any referees are approached.

Equal opportunities:

As an equal opportunities employer we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit.

Our University is positive about hybrid and [flexible working](#). Blended working arrangements may be considered.

All candidates applying for the role will be required to complete an Equal Opportunities Monitoring Form. This will assist us in monitoring selection decisions to assess whether equality of opportunity is being achieved. Information collated from the Equal Opportunities Monitoring Form will not be used as part of the selection process and will be treated as strictly confidential.

Personal data:

In line with GDPR, we ask that you do not send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your sensitive personal data in your CV or application documentation will be understood by us as your express consent to process this information. Please also remember not to mention anyone's information or details (such as referees) who have not previously agreed to their inclusion.

Interviews:

Initial interviews are likely to take place week commencing 6 February 2023.



The University of Manchester