

The Leicestershire College

Job Description

1. Job Details

Job Title:	Employee Relations Advisor
Department:	Human Resources
Reporting To:	HR Business Partner
Competency Level:	Business Support 3
Hay Grade:	G3/G4
Date of Job Evaluation:	May 2023
Annual Salary (FTE):	£31,816 Per Annum (Pro Rata for Part Time)
Date:	August 2025

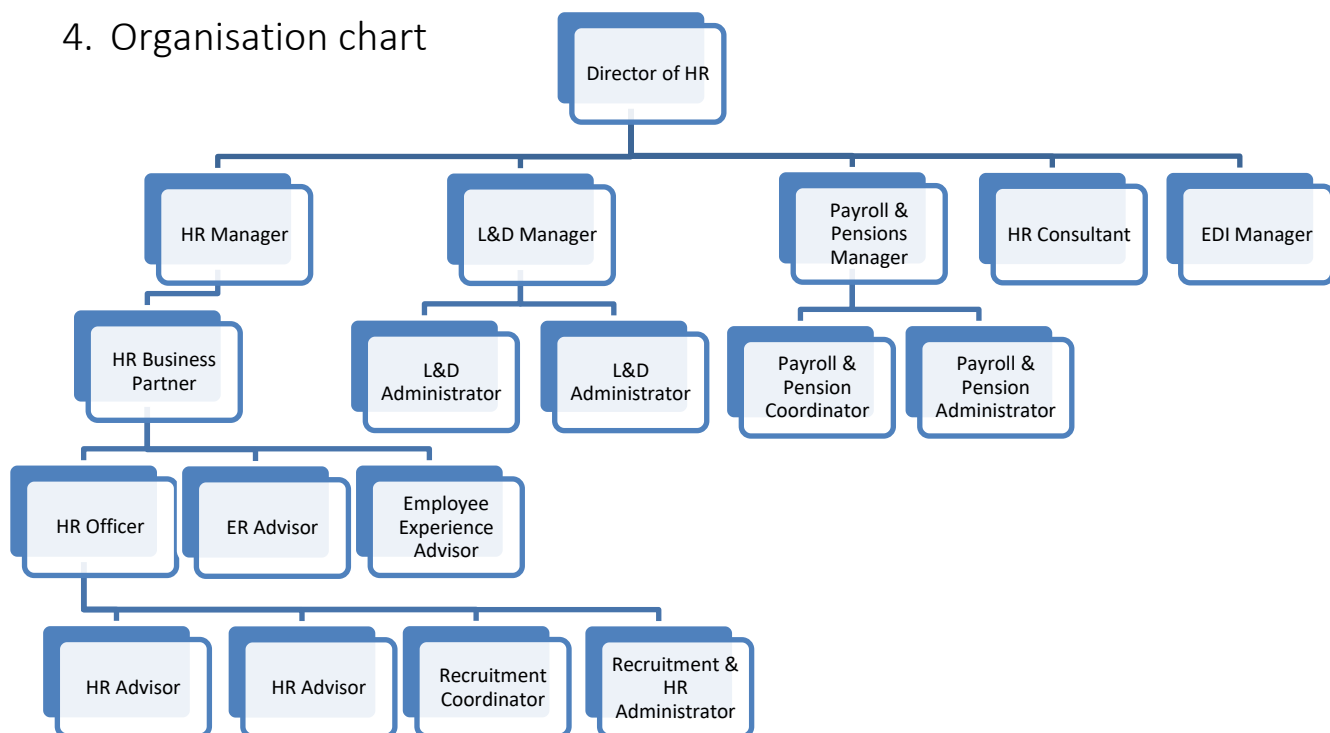
2. Job Purpose

To support the HR Manager, HR BP and wider HR team to promote good working relations across the organisation by promoting inclusive behaviours and environments, provide full day to day support to the business by providing advice and guidance to managers and employees, and ensure that HR issues are handled in accordance with policies and procedures, employment legislation and best practice.

3. Dimensions

Not applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone's individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders' relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

Employment Relations

- Provide advice and guidance to all staff in relation to day-to-day HR queries that considers the very latest employment legislation.
- Be the key HR support for investigations, disciplinaries and grievances.
- Note taking and providing HR support in investigation, disciplinary and grievance meetings, and hearings.
- Provide advice to managers on performance management related issues.
- Provide advice and guidance on redundancies and TUPE processes.

Employee Engagement

- Promote an inclusive working environment by engaging all employees across the college to celebrate diversity and inclusion through our FREDIE values.
- Celebrate success and long service employees.
- Support the performance management and talent management processes with the organisation.
- Celebrate, promote and support all employee welfare and wellbeing.

Learning and Development

- Supporting to coordinate cross college development days.
- Writing and delivering required training and development.
- Assist the Learning and Development Administrator with administrative duties as and when needed.

General Duties

- Contribute to HR projects as directed.
- Work closely with the team and provide support as directed to support department and business objectives and KPI's.
- Ensure both electronic and manual filing systems are kept up to date.
- Be prepared to work flexible hours to meet the needs of the department.
- Assist with the processing new starter forms, offer letters, contracts and references in a timely manner when needed.
- Ensure all pre-employment referencing, DBS checks, health assessments and offers of employment are completed in a timely manner and in accordance with College policy.
- Any other administrative duties in line with the role.

7. Key Result Areas

Action	Result
Promote good working relations across the college.	The college celebrates inclusivity, all employees and performance.
Key HR support for investigations, disciplinaries and grievances.	The college meets the needs of the business, employees and legal obligations.
Provide advice and guidance to all staff in relation to performance management and day to day HR queries.	Builds good relationships among departments creating a good, strong working relationship.
Ensure all development admin, pre-employment referencing, DBS checks, health assessments and offers of employment are completed in a timely manner.	The College meets its safeguarding and pre-employment checking responsibilities and can be confident in the calibre of its employees.

8. Key Working Relationships and Communications

Internal: All College employees, Unions

External: ACAS, Legal

9. Scope for Impact

Not applicable.

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Supports change and supports colleagues in adapting to change. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Informs and promotes subject area convincingly; is an ambassador for the College's activities. Takes ownership for own development, supports that of others and develops beyond own role. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
2.	Certificate in Human Resource Practice (or equivalent), or willing to work towards a recognised HR qualification	•		Application/ Certificates
EXPERIENCE				
3.	Experience in co-ordinating employee welfare and wellbeing	•		Application
4.	Experience in supporting and embedding diversity and inclusion in your role	•		Application
5.	Performance and talent management experience	•		Application
6.	ER/HR experience in a professional environment	•		Application
7.	ER/HR experience in a FE/HE environment		•	Interview
8.	Previous experience advising managers and employees on HR related issues with the most up to date knowledge of employment law.	•		Application/ Interview
9.	Verbatim note taking experience	•		Application/ Interview
10.	Experience of supporting HR Manager and Advisors in meetings (or equivalent of)	•		Application/ Interview
11.	Handling sensitive situations and data with discretion, professionalism, and confidentiality	•		Interview
12.	Working to tight deadlines and managing changing priorities	•		Application/ Interview
SKILLS & KNOWLEDGE				
13.	Strong IT skills including creation, use and maintenance of Word documents, Mail merge, Excel spreadsheets and databases	•		Interview
14.	Good attention to detail and accuracy	•		Interview
15.	Good interpersonal skills and an ability to deal with a wide range of people	•		Interview
16.	Excellent organisation and prioritising skills	•		Interview
17.	Excellent verbal and written communication skills	•		Interview
18.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
19.	Willingness to work flexible hours	•		Interview
20.	Positive, pro-active and solution-based approach to work with a genuine can-do attitude	•		Interview
21.	Work effectively as a team member	•		Interview
22.	Confidential and discrete approach	•		Interview

23.	Commitment to self-development	•		Interview
24.	Promote the College's equal opportunities policy and practices	•		Interview
25.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, welcoming staff and students onto campus, enrolment duties, supporting with open days and any other college activity. This is expected of you in the post mentioned above and all other posts within the College.
3. This job description and person specification was prepared in August 2025 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	