



JOB DESCRIPTION

JOB TITLE:	Employee Relations Advisor
CAMPUS:	Primarily Strodes, but travel to all sites as required
Grade:	Support Scale K
RESPONSIBLE TO:	HRBP
DEPARTMENT:	Human Resources

JOB PURPOSE:

To provide a proactive, professional, and customer-focused HR advisory service across the college group, acting as the dedicated specialist for employee relations (ER) and all staff casework. This role is responsible for end-to-end casework management—including grievance hearings, disciplinary and capability processes, flexible working requests, career break arrangements, and maternity/paternity provisions—while advising managers in line with employment legislation, college policies, and strategic objectives.

MAIN DUTIES AND RESPONSIBILITIES

1. Employee Relations & Casework Management (Core Priority)

- Act as the lead advisor and primary contact for all staff employee relations casework across the college group.
- Advise, guide, and support managers through formal and informal grievance hearings, disciplinary proceedings, probation reviews, and capability processes.
- Support managers with end-to-end casework investigations to ensure cases are concluded fairly, consistently, and in a timely manner.
- Provide expert advice on employment legislation and policy interpretation to build manager capability in handling complex people matters.

2. Flexible Working, Family Leave & Career Breaks

- Lead on the end-to-end management, assessment, and advisory process for all flexible working requests across the workforce.
- Manage and advise on all statutory and college family-friendly policies, including maternity, paternity, adoption, and parental leave procedures.
- Coordinate and oversee career break arrangements, ensuring clear agreements, line manager guidance, and smooth reintegration upon return.

3. Attendance Management & Wellbeing

- Advise managers on sickness and attendance management procedures, supporting early intervention and consistent policy application.
- Monitor and record sickness absence trends in close conjunction with the HR Coordinator to ensure quality control across all campuses.
- Advise on return-to-work meetings and promote wellbeing support initiatives to foster a positive, healthy work culture.

4. Policy Development, Exit Insights & HR Systems

- Conduct leaver exit interviews, analyse exit data, and present actionable insights to HR leadership to improve staff retention.
- Review and update HR policies, procedures, and manager "How To" guides to ensure full compliance with evolving employment law.
- Utilize HR software (such as iTrent) to maintain casework logs, extract data, and produce management reports.
- Undertake specific HR projects, research, and report/business case writing as directed by the HRBP.

5. General & College-Wide Duties

- Travel regularly between the college's main campuses as a requisite part of the role.
- Promote a working and learning environment free from discrimination, harassment, and bullying where all individuals feel safe.
- Actively support safeguarding responsibilities and promote the welfare of students across all college activities.
- Maintain continuous professional development (CPD) to keep up to date with employment law and academic sector developments.
- Conduct all duties within the parameters of the Group's core values.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

PERSON SPECIFICATION

Employee Relations Advisor

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
GCSE 9- 4 or equivalent in English and Maths	X		AF
Level 3 CIPD or equivalent demonstrable experience in a HR advisory role	X		AF
EXPERIENCE			
Demonstrable experience of managing a varied caseload including absence management, disciplinary and grievance, performance management		X	AF
Experience of supporting change management and redundancy processes		X	AF
Experience of advising and supporting managers to handle employee relations issues	X		AF
Practical experience of using HR systems, for example iTrent, and resolving queries from employees and managers	X		AF
Experience of using data and management information to identify trends and areas for action		X	AF
Experience and up to date knowledge of recruitment and selection practices and processes including the use of social media and online systems	X		AF
SKILLS / KNOWLEDGE / ABILITIES			
Working knowledge of employment law and ability to apply this to everyday scenarios	X		IV
Ability to build relationships with managers at all levels and work with a business partner approach	X		IV
Common sense, pragmatic approach to handling employee relations issues	X		IV
Ability to prioritise own workload	X		IV
The ability to work as a member of a team	X		IV
Proficient in using IT packages such as Microsoft Office and HR systems to produce reports	X		IV
An appreciation of the importance of confidentiality and an appropriate approach to sharing information	X		IV
The ability to work under pressure and adhere to tight deadlines	X		AF/IV



KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation