



Interim Part time HR Adviser

Background Information

About the Foundation

The Nuffield Foundation is an endowed charitable Trust. It was established in 1943 by William Morris, Lord Nuffield, the motor manufacturer and philanthropist. Our aim is to improve social well-being. We do this by making grants, holding seminars and other activities to ensure that policy-makers and practitioners consider robust evidence.

The Foundation has an endowment worth some £400m and has an annual expenditure of around £11m. We often work in partnership and other organisations contribute to our projects and programmes. We are financially and politically independent.

In late 2016 a new CEO was appointed and in early 2017 a new post of Director of HR and Office Services was established. The organisation published an ambitious 5 year strategic plan and additional strategic fund earlier this year.

About the role

The HR Director, with the support of an HR administrator (who both work part time) has developed a wide ranging OS and HR agenda for the next 2-3 years. With numerous initiatives and changes within the organisation we are now seeking some interim HR support to help us deliver on this agenda and support current recruitment and policy development.

Applicants must have a strong generalist HR background with CIPD qualification

Candidates must also be:

- Flexible and adaptable in approach
- comfortable working at all levels of HR from strategic to administrative
- conversant with current employment law and best practice
- a skilled interviewer
- capable of developing policies and guidance
- able to influence and negotiate with senior management, and staff at all levels
- able to write well and clearly, and have strong oral communication skills
- adept at Microsoft Word and Excel (and generally confident in use of IT packages including HR databases)
- enthusiastic, committed and passionate about the tasks and the work of the Foundation

Salary circa £40,000 pa.

Time commitment:

This is a part time role, initially for circa 3-4 months

Working hours can be open to discussion. Ideally between around 14-20 hours per week and spread over 2-4 days

To apply, please send your CV together with a covering letter to recruitment@nuffieldfoundation.org to reach us by midday on 2 January 2018.

JOB DESCRIPTION

Job title	HR Adviser	Department	Central
Job holder		Reports to	Director of HR and Office Services
Job type	Part time interim (14-20 hours a week)	Date created/amended	Amended November 2017
Job aim	Supporting the Director of HR to provide generalist HR support, guidance and advice		
Resources	Working as part of a small HR team with an experienced (part time) HR Administrator		
Responsibilities - Including but not limited to:			
1. HR Management (Strategy and Policy)			
	<ul style="list-style-type: none"> ▪ Support the Director of HR & OS to deliver the HR agenda for the coming year ▪ Liaise with Directors and other functional managers to understand their needs for HR services, provide support in management, recruitment, development and retention of staff ▪ Keep up to date with legislative changes affecting employment and ensure the Foundation is compliant in its policies and practice ▪ Review systems and process within HR at the Foundation making appropriate recommendations and changes in line with needs and current best practice ▪ Oversee the updating of existing and implementation of new policies 		
2. HR Management: (Operations)			
	<ul style="list-style-type: none"> ▪ Update and maintain central HR records, including contracts, leave, pay, benefits etc ▪ Work with the finance team to streamline HR links with payroll, overtime, and pensions ▪ Directly manage and oversee common HR practices including recruitment of new staff, induction, annual performance and probationary reviews, exit procedures etc working with line managers as appropriate ▪ Respond to staff enquiries about HR matters, and ensure appropriate processes are followed for matters that require liaison with line managers ▪ Provide statistical information and reports on data to Senior Management Group and Trustees ▪ Provide professional and timely advice and guidance to line managers and staff on employee relations issues and change management ▪ Revise format of Job descriptions and update all existing records 		
3. Communication			
	<ul style="list-style-type: none"> ▪ Support HR Director with consultation and communication on numerous HR and change management initiatives ▪ Work with HR Administrator to update HR Intranet site 		
4. Research			
	<ul style="list-style-type: none"> • Conduct research as required to benchmark internal practices and policies and support any reviews or amendments 		
5. Development			
	<ul style="list-style-type: none"> • Support the Director of HR & OS in sourcing and implementing development opportunities for NF staff 		
Other			
	<ul style="list-style-type: none"> ▪ The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work beyond these tasks, as reasonably requested 		

PERSON SPECIFICATION

Job title	Interim HR Advisor	Department	Central
Candidates must be able to demonstrate the experience, skills and abilities set out below.			Essential (E), Highly Desirable (HD) or Desirable (D)
Experience			
Experience in working in a standalone role and on complete employee life cycle management			HD
Experience of advising and influencing senior management team on a full range of generalist HR activity and policy issues including organisational development, recruitment, employee relations, performance management, change management etc.			HD
Experience of change management			E
Experience of using on line platforms for recruitment and communication			E
Experience of working in a small or medium sized organisation			E
Experience of interpreting and implementing employment law changes			E
Experience of managing a budget			D
Knowledge and Skills			
A degree or equivalent qualification			E
Appropriate CIPD qualification			E
Sound generalist HR knowledge, including current employment law			E
Highly developed organisational and administrative skills			E
Strong IT, including Excel and/ or database administration skills Strong digital technical skills			E
Strong communication skills; for internal communication and report writing			E
Highly numerate			HD

Personal Qualities	
Ability to influence a wide range of people including senior management team	E
An active analytic approach with the ability to generate effective and pragmatic solutions	E
Ability to cope with a full and varied workload, to prioritise and work to deadlines including the ability to adapt to changing situations	E
Ability to work autonomously	E
Tact and diplomacy	E
An eye for detail	E