



Job Description

This job description summarises the purpose and responsibilities of the role; it is not a definitive list of all the tasks that may be necessary and required to be undertaken in order to achieve this purpose and responsibilities. The purpose and responsibilities of the role can be varied from time to time at the discretion of the School, in consultation with the role holder.

Job title: HR Policy Adviser

Accountable to: Head of HR Policy and Employee Relations

Division: Human Resources

Job Summary

The Human Resources Division supports all people management activity across the School and is committed to delivering high quality and customer-focused services.

Reporting to the Head of HR Policy and Employee Relations, this post is responsible for maintaining existing HR policies and contributing to the development of new policy in consultation with a wide range of HR colleagues and stakeholders across the School. This role also provides secretarial support to the Joint Negotiation, Information and Consultation Committees (JNICC and JNCC) and supports the development and implementation of key people management initiatives.

The post-holder will present a positive and efficient image of the Human Resources Division, working collaboratively with colleagues inside and outside the Division in order to deliver high quality solutions that contribute towards the School's strategic agenda.

Responsibilities of the Role

Policy Development

- To ensure that LSE has a set of up to date and appropriate HR/employment policies and that these are accessible to staff and line managers, maintaining a regular programme of monitoring, review and improvement.
- To stay informed of legislative developments and ensure that appropriate revisions to HR policy are made accordingly, communicating changes effectively across the wider HR Division.
- To effectively engage and consult with appropriate representatives of the staff community in the development of HR/employment policies.
- To undertake appropriate policy benchmarking across the sector and with other leading organisations.
- To contribute to the development of discussion papers, with appropriate recommendations, for consideration by School management committees.
- To work collaboratively with other HR colleagues and Internal Communications to develop effective communication strategies to ensure that LSE policies are well communicated and widely understood.
- To work collaboratively with other HR colleagues to ensure that HR policies are effectively translated into easy to use operational guidelines and procedures.

Joint Negotiation, Information and Consultative Committees

- Make all necessary arrangements for the scheduled termly committee meetings, i.e. work with key Trade Union and senior management colleagues to arrange appropriate dates, arrange a suitable meeting room, book catering etc.
- Liaise with both the Trade Union and School sides ahead of each Committee meeting to develop an appropriate agenda and to receive, format and circulate papers in line with relevant service agreements.
- To take minutes at the Committee(s) and to produce, verify and circulate the minutes to all parties.
- To present items to the Committee, e.g. to introduce updates to an existing policy, as appropriate and under the direction and guidance of the Head of HR Policy and Employee Relations.
- To co-ordinate and contribute to internal working groups and consultative meetings with trade union members that arise from the work of the JNICC and JNCC, including monitoring and following up on resulting actions.

Projects and initiatives

- To make good use of available data, e.g. from the HR Information and Systems team, alongside appropriate benchmarking and research, to ensure that project and development work balances both good practice and the particular needs of LSE.
- To produce draft reports and initial analyses to support the development of new projects and initiatives, underpinned by relevant research and established evidence.
- Assist in the development of communications plans and promotional material to launch new initiatives, events and policies.
- To support the Head of HR Policy and Employee Relations in contributing positively towards the Equity, Diversity and Inclusion agenda, both in terms of policy development work and broader EDI projects.
- To work collaboratively with the rest of the HR Policy team to support the Staff Wellbeing agenda.
- To fully participate as a collaborative member of the HR Policy Team, providing mutual support and assistance to colleagues and actively contribute to team meetings and team development activities.
- To undertake other duties commensurate with the grade that support the ongoing objectives of the School and the HR Division.

Mediation Coordination

- Responsibility for the overall management of the mediation provision at the School.
- To ensure mediations are arranged in a timely fashion, liaising with parties, HR Partners and mediators.
- To maintain positive relations with the mediators by, for example, arranging termly meetings and communicating frequently.
- To take a proactive approach in how the provision is communicated and further embedded.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated



as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.