

HR Officer (0.54FTE)  
Maternity Cover  
Fixed Term until November 2018

The Glasgow School of Art

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The Glasgow School of Art (GSA) is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2050 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to continue to grow our student community in Glasgow to our 25% target, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

### The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21<sup>st</sup> Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

### The Role

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Job Title	HR Officer (Maternity Cover)
Reports to	Deputy Head of Human Resources

### Purpose

To provide a professional HR service to the School dealing with all areas of recruitment and selection, employee relations matters, discipline and grievance cases, equal opportunities and the collation and preparation of management information.

### Key Accountabilities

The post holder's main areas of responsibility will be to undertake the following duties to ensure that service standards are met and resulting in the provision of an efficient and effective service:-

### **Recruitment and Retention**

- Providing advice and guidance to recruiting managers on all recruitment related matters, including job evaluation and advertising medium;
- Writing and placing job adverts in the press, on web-sites and internal notice boards;
- Participating in recruitment interviews;
- Issuing offer letters, contracts of employment and job descriptions to new starts;
- Assessing and issuing certificates of sponsorship for new staff who are not EU residents and maintaining all associated records in line with UKVI (Home Office) specifications;

- Updating employee details on the integrated HR/Payroll system (Midland iTrent) and preparing correspondence to relevant parties, e.g. starters and leavers, changes of hours and salary etc;
- Carrying out one-to-one inductions with new staff;
- Overseeing the organisation of the Staff Induction Day, held termly for new employees;
- Providing professional advice to line managers on the probation process and outcome for new staff as well as issuing letters to staff in relation to the outcome of their probationary period;
- Conducting Exit Interviews.

### **Equal Opportunities**

- Generating reports and providing statistics on the School's workforce profile;
- Providing monitoring data on Equal Opportunity areas to key groups;
- Encouraging and promoting best practice in diversity and equity in the employment of staff at GSA.

### **Training and Development**

- Collating, recording and analysing training evaluation information;
- Contributing to the development of an effective Staff Development Programme for all staff groups;
- Contributing to the organisation and coordination of the annual Staff development events.

### **Employment Services**

- Providing professional employment advice ensuring compliance with legislation, policy and best practice to Heads of Department/School about all aspects of the employment relationship with GSA e.g. absence, contracts, relocation expenses, performance, PVG requirements, maternity/maternity support arrangements policies & procedures, job evaluation etc;
- Providing professional employment advice to staff across the institution;
- Monitoring end dates of fixed term contracts and alerting appropriate Head of Department/School, providing support to ensure GSA/legislative compliance with the extension/dismissal of staff on fixed term contracts.

### **Sickness Absence**

- Preparing letters and providing relevant support to individuals in relation to sickness absence – intermittent and long term;
- Liaising with Occupational Health to support the return to work of employees with sickness issues;
- Liaising with line managers/individuals to support the return to work of employees with health issues.

## **General Duties**

- Undertaking role analysis for new and re-graded posts using the School's job evaluation scheme (HERA);
- Collating statistical or comparative information for key HR related projects on behalf of the Deputy/Head of HR;
- Assisting in the development of new HR initiatives and projects and contributing to the review of HR practices and processes;
- Assisting in the review and implementation of policies and procedures;
- Preparing the annual staff return for submission to the Higher Education Statistics Agency (HESA);
- Representing HR on various internal staff committees, where appropriate;
- Attending Scottish HR Practitioners Network (SHRPN) meetings on a regular basis;
- Contributing to internal (usually short-term) working groups, where appropriate;
- Participate in the School's Career Review and Development programme and where appropriate, undertake relevant staff development;
- Undertaking other duties deemed reasonable by the Head of HR, Deputy Head of HR or the Directorate of the School.

### Key initial areas of focus from the post-holder will be:-

- Managing operational priorities and ensuring that service needs are met in respect of recruitment and employee relations;
- Delivering modern Human Resources processes that will enhance flexible working practices within a small specialist institution;
- Managing a broad range of objectives in a challenging and changing environment.

### Relationships

#### Internal

- Directorate
- Executive Group
- Heads of School/Department and Senior Staff
- HR Committee Members
- Payroll Officer/ Payroll Assistant
- Governors
- All levels of staff throughout the School
- Local Trade Union Officials

#### External

- Government Agencies e.g. UKVI (Home Office)
- External consortiums e.g. UCEA (Universities and Colleges Employers Association)
- Other Higher Education Institutions/SHRPN network
- Advertising Agencies
- Recruitment Agencies
- Training Providers

## Knowledge, Skills and Experience

### Essential

- Full member of the Chartered Institute of Personnel and Development or equivalent professional experience;
- A sound understanding and knowledge of current UK employment legislation and best practice;
- Experience of case work as outlined in 'key accountabilities' above;
- The ability to foster effective working relationships with both immediate colleagues and all levels of staff throughout the School;
- An ability to work on own initiative, establish priorities and to multi-task to deadlines;
- The ability to communicate effectively and to a high standard in writing as well as verbally with the ability to pay close attention to detail and produce work to a consistently high standard;
- Strong administrative and organisational skills;
- A confidential approach to work using discretion, tact and diplomacy;
- Commitment to and experience of developing diversity in the workplace;
- Strong numeracy skills together with analytical ability;
- Strong and demonstrable I.T. skills with the ability to use Microsoft Office;
- Continuous professional development.

### Desirable

- A working knowledge of the process and application of job evaluation schemes;
- Experience of using integrated HR/Payroll systems (preferably Midland iTrent);
- A good knowledge of the HE sector and the role of HR therein;
- A working knowledge of the process and application of job evaluation schemes.

Terms and Conditions

Contract:	0.54FTE Fixed term until November 2018
Probationary Period:	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 3 months.
Hours of Work:	19 hours per week
Salary:	Grade 5: £26,495 - £30,688 per annum, pro rata
Holidays:	30 days, plus 11 statutory holidays per annum, pro rata
Pension:	Option to join the Local Government Superannuation Scheme
Notice Period:	1 month