**HR Manager**

* Support managers through organisational change and delivery of strategy
* Liaison with trade unions
* Manage establishment including staff requests and workforce plans
* Oversee HR service delivery
* Reward strategy including grade M, promotions, progression and recruitment and retention premium
* Support equality & diversity initiatives

**HR Officer**

* Support managers with the management of staff absence and health
* Follow up occupational health referrals with managers
* Support managers with ISR, capability, conduct, grievance or acceptable behaviour cases
* Complex maternity/cover/flexible working enquiries
* Job Evaluation and support for writing job descriptions
* Manage and support redeployment cases
* Support workforce planning

**HR Adviser**

* Produce occupational health referrals & arrange workplace assessments
* Provide advice to staff and managers on maternity/paternity and shared parental leave
* Provide flexible working advice to staff and managers
* Administer relocation expenses
* Place job adverts
* Produce contracts and changes to contracts

**HR Administrator/Admin Assistant**

* Resourcing administration including producing short listing packs & interview arrangements
* Produce contracts and changes to contracts
* Routine enquiries
* Produce HPT contracts
* Process resignations
* PIMS data entry
* Take up employment references and provide references for landlords, banks & new employers

For enquiries relating to Staff Development please visit: <http://www.bristol.ac.uk/staffdevelopment/contact-us/>