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# Assistant HR Advisor

## Candidate Information



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November 2024

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### The Institute of Cancer Research

#### About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public. We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

#### Human Resources Directorate

We know that talented, brilliant, passionate people lie at the heart of the ICR. That's why we provide the policies, procedures, systems and people management infrastructure to recruit, retain, motivate and develop our people to achieve their full potential. We offer both operational and strategic support to teams across the ICR. We are organised across four main functions:

- HR Operations
- Learning and Organisational Development
- Pensions
- Reward, Information and Systems

The ICR's future success depends on recruiting the very best people with the very best skills and our HR strategy ensures that we have the organisational capacity and capability to deliver this.

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This position provides a high quality, professional and customer-focussed generalist HR advisory and operational service across the employee lifecycle, in line with HR policies and procedures and agreed service levels. The Assistant HR Advisor provides first line advice to people leaders and staff on the application of ICR policy and procedures and Employee Relations issues that are both informal and formal.

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Our mission  
is to make the  
discoveries that  
defeat cancer.

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### Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



#### **Pursuing excellence**

We aspire to excellence in everything we do, and aim to be leaders in our field.



#### **Acting with Integrity**

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



#### **Valuing all our people**

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



#### **Working together**

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



#### **Leading innovation**

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



#### **Making a difference**

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



***Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer.***

*They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”*

**Professor Kristian Helin**  
Chief Executive

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### Job description

**Department / division:** Human Resources

**Pay grade / staff group:** Professional Services 5

**Hours / duration:** Full time (35 hours per week), Monday to Friday.

**Reports to:** HR Advisor

**Main purpose of the job:** To support people leaders through employee relations cases, and supporting the HR Advisor with complex ER case work and effective delivery of change management programmes.

### Duties and responsibilities:

#### Policy Development

To contribute towards the development, review and implementation of HR policies, procedures, guidance documents and templates, ensuring legal compliance and best practice.

To disseminate information and give guidance on new and updated policies to line managers and staff and to HR colleagues as appropriate.

#### HR Information & Administration

To support HR Administrators in maintaining the HR database (Agresso) with staff changes.

To process payroll actions as required and in a timely and accurate manner.

To check and authorise Personnel Change Forms completed by the HR Administrators and submit payroll changes for more complex changes to the HR Adviser.

To maintain appropriate databases and spreadsheets e.g. Employee Relations casework logs.

To assist in the completion of staffing surveys for both internal and external purposes.

Ensure electronic HR records are accessible and up to date and maintained in line with Data Protection legislation.

To ensure that managers receive timely notification of contract expiry dates, funding end dates and employees on fixed term contracts whose status will shortly switch to non-time limited (NTL) status.

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To ensure that expectant parents are met in a timely fashion and receive appropriate advice on maternity/adoption/shared parental leave procedures and that managers receive timely notification of their responsibilities under our procedures.

To check that contract amendment letters are issued accurately and promptly by the HR Administrators, including Honorary Appointments.

To ensure that the ICR's obligations in relation to Visa and Immigration documentation are met.

To ensure that employees are provided with the appropriate documentation and information to support their visa and sponsorship extension applications and that progress is monitored and line managers kept informed.

To respond to ad hoc requests for information from internal or external sources.

### Employee Relations

To ensure the provision of professional and timely advice and guidance to staff and line managers on first line policy and procedural issues and first line employee relations matters.

To assist the HR Adviser with change management issues, restructures, redeployment / redundancy procedures and TUPE transfers.

To participate in first stage disciplinary, grievance, absence and capability hearings, non-renewal of fixed-term contract meetings and probation extension/termination meetings. Where appropriate, attend restructure and redeployment/redundancy and TUPE meetings in support of the HR Adviser.

To liaise with Occupational Health services in relation to Occupational Health referrals, including consideration of any reasonable adjustments that may be required for existing employees.

To establish effective working relationships with managers and Union representatives.

To carry out exit interviews with staff leaving the ICR

To carry out job evaluations.

### General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

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This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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### Person specification

#### Education and Knowledge

	Essential/ Desirable
Educated to degree level or equivalent	D
At least part-qualified membership status of the CIPD	E
Good demonstrable working knowledge of current employment law and best HR and employment practices and principles	E
Demonstrable understanding of best practice recruitment selection and assessment methods and approaches	E

#### Skills and Experience

Demonstrable experience of working in a HR department providing generalist operational HR support and advice to staff and line managers	E
Experience of managing a high volume and demanding workload and working to tight deadlines, prioritising own workload and delivering accurate and high quality work often with conflicting demands	E
Experience of using an integrated HR/Payroll databases and reporting packages	E
Experience of managing first line employee relations case work, providing sound professional and risk-based advice, supporting line managers and participating in formal and informal meetings in relation to absence, disciplinary capability and grievance investigations and meetings.	E
Experience of contracts administration, including working with and advising on different terms and conditions of employment	E
Flexible approach to work and dealing with a range of different stakeholders/demands	E
Excellent communication skills, including written communication (e.g. to present clear, well-structured policies, reports, formal ER letters).	E
Experience of HR policy development	D
Experience of participating in selection interviews	D
Experience of managing visa applications and in advising managers and staff and prospective staff on relevant processes	D
Experience gained within the academic sector, not for profit sector or NHS	D
Excellent IT skills	E
Ability to produce work to a high quality standard	E
Excellent attention to detail and accuracy	E
Ability to use initiative and make sound, well-considered decisions and judgements	E
Flexible approach to work and dealing with a range of different stakeholders/demands	E

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Excellent team player and 'can do' attitude	E
Excellent customer service skills	E
Good administrative and organisational skills	E
Excellent communication skills, including written communication (e.g. to present clear, well-structured policies, reports, formal ER letters).	E
Excellent interpersonal skills and ability to build effective relationships quickly	E
Ability to maintain confidentiality and deal with sensitive people matters	E
Self-motivated, ability to work independently, resilient in dealing with challenge	E
A commitment to diversity and equal opportunities in employment and service delivery	E
An interest in cancer research	D



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### Benefits

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We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

#### **Further information**

This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.