WORK AT SHIPLEY COLLEGE

Employee Relations (ER) Adviser

Fixed Term Contract Until 17th December 2027

Shipley College - Great people, great place!

Hours: 22.5 Hours per week (3 days a week), Fixed Term Contract until 17th December 2027

Salary: Actual Salary - £28,006 per annum pro rata (FTE £46,054 per annum)

Closing Date: Monday 7th December 2026 at 9am ***(We may close the advert early if sufficient applications are received. Early application is advised)***

Interview Date: Wednesday 16th December 2026

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

We are seeking an experienced and highly motivated HR/ER professional to join our People & Culture team in a varied and fast-paced role. The successful candidate will have a minimum of three years' experience in employee relations and case management, with the ability to provide sound, practical and commercially focused advice to managers across the organisation.

Working closely with the Head of People & Culture, the ER Adviser will manage a varied caseload of employee relations matters, including disciplinary, grievance, performance management and absence management cases. The role will involve advising and supporting managers through formal processes, including investigations, ensuring that all advice and practice align with relevant employment legislation, ACAS guidance, best practice and organisational policies and procedures.

The successful candidate will demonstrate excellent communication and interpersonal skills, with the ability to build effective working relationships with colleagues at all levels. They will be proactive in identifying solutions, providing timely and accurate advice, and supporting managers to develop their confidence and capability in managing employee relations matters effectively.

Applicants should be highly organised, proficient in the use of IT systems and able to manage competing priorities within a demanding and evolving environment. A professional approach, strong attention to detail and the ability to work effectively both independently and as part of a team are essential.

This is an excellent opportunity for an experienced HR/ER professional to contribute to the delivery of a high-quality, responsive and effective People & Culture service, supporting managers and promoting consistent, fair and effective people management practices across the College.

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Benefits we offer include:	We are looking for someone who has:
• Pension Schemes • Professional Development opportunities • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • Shopping discounts with discount app • Enhanced Annual Leave *qualifying period applies	• Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy • Hold a degree (BSc/BA) (or equivalent relevant experience) • Have strong ER case management experience - at least 3 years or above • Hold a CIPD Level 5 qualification or above • Understands UK Employment Law • Experience of employment tribunal claims / ACAS conciliation • Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail. • Able to act on your own initiative and provide leadership to colleagues

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk.

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

Job Description

JOB TITLE	Employee Relations (ER) Adviser
RESPONSIBLE TO	Head of People & Culture

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.

- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

You will provide expert, practical advice and guidance to managers on a broad range of employee relations matters. You will support the effective management of complex and sensitive cases, ensuring that employment policies and procedures are applied consistently and in accordance with employment legislation and best practice.

Working collaboratively with colleagues across the College, you will build managers' confidence and capability in handling people-related issues, promoting positive working relationships, accountability and a supportive working environment.

DUTIES AND RESPONSIBILITIES

- Providing timely, professional advice on disciplinary, grievance, capability, sickness absence, performance management and other employee relations matters.
- Supporting and advising managers throughout formal HR processes, including investigations, hearings and appeals.
- Managing and monitoring ER cases, ensuring accurate records, appropriate documentation and timely resolution.

- Coaching managers to develop their confidence in managing people, addressing concerns early and applying policies consistently.
- Advising on employment legislation, contractual matters, College policies and relevant changes in HR practice.
- Supporting organisational change, restructures and workforce planning as the College continues to expand.
- Identifying trends in employee relations data and recommending proactive interventions to reduce risk and improve organisational effectiveness.
- Contributing to the development and review of HR policies, procedures and guidance.
- Promoting equality, diversity, inclusion and employee wellbeing in all aspects of HR practice.
- Working with the DPO around SAR Data requests
- Working collaboratively with the wider HR team to deliver a responsive service, which also includes supporting recruitment activities.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.

- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.

- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.

- To use IT as designated appropriate to the nature of the role.

- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.

- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.**

Level 2 in literacy and numeracy or equivalent. **You must be able to show the original certificates at the interview.**
Hold a degree (BSc/BA) (or equivalent relevant experience)
Have strong ER case management experience - at least 3 years or above dealing with grievances, disciplinaries, capability/performance, attendance management as examples
Hold a CIPD Level 5 qualification or above
Strong understanding of UK Employment Law and Legislation and ACAS Guidance
Strong experience in tribunal proceedings and ACAS early conciliation
Experience in Conflict Resolution / Mediation / Restorative Practice and Resolution
Strong communication and influencing skills, and being able to make sound decisions with business needs
Working collaboratively with the wider HR team to deliver a responsive, professional and customer-focused service.
Experience with compiling SAR / Data request

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Hold a relevant mediation qualification, i.e. Certificate in Internal Workplace Mediation (CIWM)
Experience working in a fast paced or high pressure environment
Able to work flexible hours when required to meet the needs of the business
Strong organisational skills, with the ability to prioritise competing demands and manage a varied caseload.
The confidence to challenge constructively, maintain professional boundaries and make evidence-based recommendations.
A commitment to confidentiality, fairness, consistency and equality of opportunity.

A proactive approach to problem-solving, continuous improvement and developing management capability.
Ability to prioritise, self-manage and cope well with a demanding workload
Further Education (FE) Experience would be advantageous

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Senior Leader Team

Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of students agree that the College is a safe place to learn
96% of students agree that College staff are friendly and helpful

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