



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: HR Policy Adviser (fixed-term)

Department/Division: Human Resources

Accountable to: Director, HR Policy and Employee Relations

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 Director, HR Policy and Employee Relations, this post is responsible for implementing newly revised policies, 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 supports the development and implementation of key employee engagement and wellbeing projects. This includes playing an important role in developing solutions and implementing actions in support of specific initiatives and that emerge from staff feedback.

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, practical solutions that contribute towards the School's strategic agenda.

Duties and Responsibilities

Policy Development and Implementation

- To lead on the implementation of specific policies, ensuring that this is carried out effectively, consistently and in collaboration with relevant colleagues in HR and LSE.
- To stay informed of new legislative developments and sector developments and ensure that appropriate revisions to HR policy are made accordingly, as well as working with the Director, HR Policy and Employee Relations to ensure that the wider HR Division is aware of the changes.
- To undertake appropriate policy benchmarking across the sector and with other leading organisations (both public and private).
- To support in ensuring that LSE has a set of up to date and appropriate HR / employment policies and that these are accessible to staff and line managers.
- To contribute to the development of discussion papers, with appropriate recommendations, for consideration by the HR Management Board, School Management Committee (SMC) and trade unions.
- To effectively engage and consult with appropriate representatives of the staff community in the development and implementation of HR/employment policies.



- To work collaboratively with other HR colleagues (e.g. HR Partners) to develop effective communication strategies to ensure that LSE policies are well communicated and widely understood.
- To work collaboratively with other HR colleagues (e.g. HR Partners, HR Operations) to ensure that HR policies are effectively translated into easy-to-use operational guidelines and procedures.

Employee Engagement Projects

- To co-ordinate (i.e. arranging meetings, formulating the agenda, preparing briefing materials, taking minutes and monitoring and following up on resulting actions) and / or participate in a number of internal working groups and consultative forums with trade union members, HR colleagues and managers around the School.
- To support ongoing activities relating to staff engagement and wellbeing, e.g. related projects, events and initiatives.
- To produce draft reports, assessments and initial analyses to support the development of new projects and initiatives.
- To support the Director, HR Policy and Employee Relations in monitoring the progress of both individual projects and progress against over-arching action plans.
- To liaise with the Information and Systems team, and other relevant colleagues as required, to produce timely and accurate management information to support project and development work within the team.

Team Contribution

- To fully participate as a collaborative member of the HR Policy Team, providing support and assistance to colleagues and contributing to team-related activities.

To undertake other duties commensurate with the grade that support the ongoing objectives of the School and the HR Division.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies 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.

Free Speech

[The Code of Practice on Free Speech](#) outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward unpopular or controversial opinions.



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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.