

Employment Panel Member

Role Description

Title: Employment Panel Member

Responsible to: Head of HR
Reports to area/borough board of trustees for each assignment

Terms of reference of the Employment Panel

- To assist and advise Victim Support management on the range of HR issues, promoting best practice and compliance with Victim Support National Standards and employment legislation.
- To provide independent, professional support in relation to specific cases and projects.
- To provide creative solutions to employment-related problems.
- To maintain a skilled and capable membership with up to date knowledge of employment legislation and best practice.

Main Tasks

Grievance and Disciplinary Procedures

- To undertake investigations into grievances, including bullying and harassment complaints, or disciplinary issues in accordance with Victim Support procedures.
- To participate on grievance and disciplinary panels or appeals, or to provide advice and support for panel members in these circumstances.

Dispute resolution

- To facilitate mediation, conciliation and arbitration.
- To advise on specific cases of conflict and offer creative solutions including the use of alternative dispute resolution techniques.

Advisory Work

- To undertake specific reviews into management or organisational issues as requested by areas and boroughs.
- To advise on HR issues including projects such as organisational design and development and the management of change.

Recruitment and Selection

- To advise selection panels on all aspects of the recruitment and selection process, in accordance with Victim Support recruitment guidelines and Equal Opportunity and Diversity statements.
- To participate in selection panels if requested.

General Responsibilities

- To be familiar with Victim Support National Standards and Employment Guidelines issued by National Office.
- To promote the organisation's Equal Opportunity and Diversity statements.
- To work closely with National Office HR Department to identify trends in employment issues and learning needs for the areas/boroughs.
- To attend occasional meetings with other panel members.
- To undertake development as may be required.
- To remain informed of changes in employment legislation and Victim Support procedures.

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Requirements

Employment Panel Members should have or be capable of the carrying out some of the following:

- CIPD qualification or relevant HR experience (essential)
- Current knowledge of employment legislation and best practice in employment
- Experience of advising on and participating in disciplinary and grievance processes
- Experience of recruitment and selection processes
- Investigatory skills including sound interviewing, analytical and report writing skills
- Problem-solving skills
- A willingness to gain a thorough understanding of Victim Support policies and procedures and to work in accordance with Victim Support National Standards
- Commitment to diversity and equal opportunities in practice
- Commitment to continuing professional development
- The ability to travel to undertake assignments

Desirable specialist skills and experience include:

- Mediation, conciliation and arbitration skills or knowledge of alternative dispute resolution techniques
- Experience of organisational design and development, including change management
- Knowledge of reward management, including job evaluation and pay systems