

**GOLDSMITHS
University of London**

Human Resources Department

**Service Level
Descriptions**

HR Strategies, Policy and Employment Legislation

The Objective of the Service

- To ensure that Goldsmiths is adequately serviced in terms of strategic Human Resources aims and objectives in keeping with its declared corporate aims and objectives.
- To brief, advise and assist departments on new and changing policies and initiatives
- To monitor, assess and advise on the implications of UK and EC employment legislation
- To ensure that the University complies with legal and regulatory obligations and that managers receive up to date advice on current legislative and regulatory matters.
- Seek to add further value beyond compliance by ensuring and emulating best practice approaches and initiatives.

HUMAN RESOURCES WILL:

- Identify Human Resources issues affecting Goldsmiths
- Advise on, develop and implement Human Resources strategies and policies in partnership with stakeholders
- Assist Departments in strategic Human Resource planning and organisation development

- Work closely with line managers at all levels in identifying staff training and development issues and develop appropriate plans and policies
- Review and brief Departments on changes to/new legislation
- Update Human Resources policies
- Review and update all terms and conditions accordingly
- Where appropriate, consult with and provide briefing/training for those responsible on new or changing policies
- Ensure that policies are fully communicated and available to staff and managers
- Take account of employment law when giving advice on all HR matters
- Maintain up to date information on employment law, regulations and codes of practice
- Act as the focal point for Goldsmiths' legal advisors and other internal and external interested parties in employment and related matters
- Contribute to national initiatives on human resource matters, including developing policy/advice arising out of employment legislation

WHAT WE NEED FROM STAKEHOLDERS

- Considered input in terms of forward planning, future demands and trends affecting the direction of the college/ department
- Seek early advice on employment-related matters likely to lead to difficulties
- Address early actual or potential problems identified
- Act on the advice given
- Feedback on the impact of policies with recommendations for future action to HR Business Partner.

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