

# UHR Projects and Research Officer

## Job Description

12 months fixed term, up to 37 hours a week (minimum 0.8 FTE)

### We are...

Universities Human Resources ([UHR](#)) is the professional organisation for Human Resources practitioners in UK HE. We have 163 institutional members, spanning a wide range of Higher Education providers, and over 6,500 individual HR and related staff who regularly access our services and resources.

[UHR](#) seeks to foster credible, sustainable high performance in Human Resources, Organisational Development and People Services teams, building people capacity and enhancing culture and organisational effectiveness in higher education to embrace future changes, opportunities and challenges. We also aim to be the voice of the HR profession within and beyond HE, promoting the people agenda as a priority for everyone whilst working in partnership with other related organisations to create synergies and efficiencies for our members.

UHR as an organisation aims to enable and energise our members to access and share information, learning and good practice. We are a small team of six, most of whom work part time, and we are supported by colleagues working for PHES – the umbrella organisation of which we are a part. We all work remotely and we are now looking for an enthusiastic and organised colleague to join us, helping us to enhance our offer to members.

### We are looking for...

A **Projects and Research Officer** to support UHR members in a time of significant challenge, enabling us better to assist with queries, to identify resources and practice that could be useful. This is a highly varied role, undertaking project and research work, supporting our regional and member network groups, working closely with UHR's two Strategic Projects & Research Managers and occasionally contributing to our in-person events along with the online CPD we offer. You will have excellent organisational skills and the ability to work equally well independently and as part of a team, and you will be able to effectively prioritise tasks, balance competing requirements, and taking direction from multiple stakeholders.

Our team of home-based staff are located in different parts of the UK and operate virtually through regular calls, virtual meetings and together at physical meetings and events we run throughout the year. The Projects and Research Officer will be home-based, fixed term for 12 months and we would consider offering it on a secondment basis or part time, at no less than 0.8FTE. Our ideal start date would be 1 August 2025 but there is some flexibility in this.

The post-holder reports jointly to the Strategic Project & Research Managers. This role has no line management responsibilities.

# You need to be...

Able to use your **HR knowledge and experience** to **research and collate resources** on topics and matters of concern for HR teams.

Because you will need to...

- Under the direction of the Executive Director and Strategic Projects & Research Managers (SPRMs), be able to suggest and work on topics that are of pressing and key interest to UHR members.
- Be able to engage with HR staff in member HE providers, using some knowledge and experience to respond to requests for UHR support.
- Respond to suggestions from member HR teams, about emerging work priorities, and ways in which UHR could support by e.g. finding information and collating and signposting resources and reports, including those available elsewhere.
- Identify popular topics from the UHR Discussion Boards and assist SPRMs with setting up one-off discussion sessions via Teams (keeping lists of interested parties, promoting via networks, sending invites etc.).

Someone with **ideas** but also someone with **initiative** who can be **resourceful** in implementing these ideas.

Because you will need to...

- Under the direction of the SPRMs, scope projects in identified areas and undertake direct delivery work, ensuring expected outputs are achieved.
- Identify existing resources and information already available from other organisations (including CIPD, Jisc) and recommend where these could be appropriately tailored or enhanced for HR in HE. Membership of CIPD (student or associate) will be essential, to be able to access CIPD resources.
- Support the SPRMs as they convene and run focus, special interest, task and finish, networks and other groups necessary to support the sharing of information and resources and delivery of research and services.

A **people person** who is a **great communicator** and who will play a key role in **supporting** UHR members.

Because you will need to...

- Write summaries of research, web pages and respond to member queries – accuracy and a good command of written English will be essential to ensure our communications are useful and reliable.
- Have or be working towards some qualification in HR e.g. MSc in HRM, CIPD, – up to date professional knowledge of people management practice. Some familiarity with UK HE is highly desirable because this will enable you to undertake the role effectively and quickly be useful to members.
- Demonstrate clear written communication skills to gain the confidence of members, and able to compose high quality concise resources and content.
- Numerate for any data analysis that may be required, Interpreting and analysing data to identify trends, patterns, and insights, including survey analysis, EDI data analysis, and extracting relevant UHR data from Power BI for the SPRMs and Comms Officer to work on.
- Be able to undertake a range of short and longer term projects and activities, being reactive to requests for help and proactive, meeting deadlines.

A great **team player** who is happy working in a small team and willing to **share ideas**, but you will need to be a **self-starter** to get the job done.

Because you will need to...

- Display good organisational skills, prioritising work effectively and managing multiple tasks on your projects and being a partner in others.
- Have a flexible approach to team working - on occasions, there may be a need to work outside normal office hours, for example if required to attend an event.
- Have extensive working knowledge of standard office IT products, and be competent in the use of software likely to be needed in the role, including presentation software, survey and data gathering, analysis and reporting tools (e.g. SurveyMonkey, Excel, Slido, Padlet). Ability to administer website pages e.g. to upload and update information. Use of AI (CoPilot) is also likely to be a key element of this role.
- Display great interpersonal skills and the ability to deal effectively with our very wide range of members at all levels and demonstrate a high level of customer care.
- Actively support and promote inclusion and diversity, including complying with the PHES Equal Opportunities Policy at all times.

You might also have...

- Completed a degree in Human Resource Management and be looking for your first role.
- Experience working as part of a team of HR professional and be looking to broaden your experience.

We will offer...

- A home-based post - **12 months fixed term, up to 37 hours a week** (minimum 0.8 FTE)
- A competitive annual salary up to **£26,338 - £32,546 (pro rata)** dependent on qualifications and experience.
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance.
- **30 days' holiday** pro rata, plus bank holidays and discretionary days' office closure.
- Support for **CPD** and appropriate training.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.