

**Job Description**

# Post: HR Advisor

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| **Salary/Grade** | Support Staff Grade 5 |
| **Responsible to:** | Head of Human Resources |
| **Working time:** | Full Time – 36 hours per week |

**Main Purpose of this post:**

* To assist the Head of Human Resources by providing a high-quality HR service that meets the needs of the Trust by delivering HR and meeting the HR objectives. To remain compliant at all times with employment law, health and safety, teacher standards, policies/procedures and best practice.

**Outline of Responsibilties:**

* Provide professional, accurate and timely HR advice and support across the organisation in conjunction with the Head of HR/Senior HR advisor.
* To attend on site visits to individual academies relating to informal and formal HR meetings and to advise the SLT and/or panel.
* To work with management to carry out HR duties and work on support managing employee relations matters within the Trust including absence management.
* To be a point of contact for line managers and staff for general HR information and payroll queries.
* Assist in employee relations issues and provide advice and guidance in line with the Trusts policies and procedures, employment law and best practice.

**Casework**

* To advise and support managers on the management of sickness cases in accordance with the Trusts absence management policies and the Equality Act, liaising as appropriate with Occupational Health and the HR Administrator for Sickness Absence. This will include welfare meetings, drafting letters and reports, ensuring that consistent outcomes are given at all meetings where possible.
* To assist in recruitment from recruitment to onboarding ensuring adherence to the Trust Safer Recruitment policy and procedures.

**Strategic**

# To support and assist the head of HR on a range of HR projects and initiatives.

* To keep abreast of developments in employment legislation and case law.
* To play an active role in the monitoring and reporting of key data including but not limited to induction feedback, absence monitoring, staff turnover, gender pay gap data, equality data etc

**HR Duties**

* To undertake inductions and provide advice to employees and managers on conditions of service issues/queries.
* To draft offer letters and contracts of employment.
* To ensure maternity, paternity and adoption cases are managed effectively, employees are kept fully informed of their entitlements and payroll is actioned when leave commences and ends.
* Ensure that the HR database and other systems for staff are maintained and produce reports when necessary.
* Maintenance and update of Single Central Record with details of all staff at the Trust as well as any visiting staff and volunteers carrying out regulated activity within the Trust.

**Payroll and financial resources**

* Supporting employees, colleagues and management with payroll queries and to deal courteously and efficiently with staff who require support.
* Act as the primary contact of employees for day-to-day payroll questions and issues.
* Input and check employee payroll changes such as increments, salaries and allowances as required including updating monthly check sheet.
* To timely provision of payroll information our payroll provider and ensure employees are paid accurately.

**PERSON SPECIFICATION**

**Post: HR Advisor Responsible to: Head of Human Resources**

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| **E: Essential** | **D: Desirable** |

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| **CRITERIA** | **E** | **D** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS** | | | |
| A minimum of 5 GCSEs (or equivalent) including a Grade C in Maths and English | ü |  | Application Form |
| Graduate CIPD or equivalent (Level 3) | ü |  | Application Form |
| Interest in further qualification to higher level |  | ü |  |
| **EXPERIENCE** | | | |
| Experience of working with Managers on complex advisory issues |  | ü | Application Form/  Interview/References |
| Experience of using HR software and packages | ü |  | Application Form/ Interview/References |
| Experience of working within a unionised environment and dealing  with unions |  | ü | Application Form/ Interview/References |
| Experience of providing specialist employee relations advice and guidance to managers and employees | ü |  | Application Form/ Interview/References |
| Experience of dealing with difficult and sensitive situations in a diplomatic and professional manner | ü |  | Application Form/  Interview/ Reference |
| Experience of working within an education environment |  | ü | Application  Form/Interview |
| Experience of managing payroll administration and dealing with queries | ü |  | Application Form/Interview |
| **SKILLS/ABILITIES** | | | |
| Knowledge of HR generalist issues | ü |  | Application Form/ Interview/ Reference |
| Knowledge of current employment law legislation | ü |  | Application Form/Interview/  Reference |
| Knowledge of best practice in specific HR areas (Recruitment and Selection, Absence Management, Capability, disciplinary and  Grievance) | ü |  | Application Form/Interview |
| Ability to multi-task, prioritise and work to deadlines | ü |  | Application Form/  Interview/ |

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|  |  |  | Reference |
| Ability to understand and interpret data | ü |  | Application Form/  Interview/ Reference |
| Excellent interpersonal skills and ability to work effectively with internal and external colleagues | ü |  | Application Form/Interview/  Reference |
| Good ICT skills in all Microsoft Office programmes, email and use of internet/social media | ü |  | Application Form/Interview |
| Ability to use initiative, work independently, make recommendations for improvement and respond flexibly to  changes |  | ü | Application Form/Interview/  Reference |
| Imagination and energy necessary to generate enthusiasm for  informal learning and participation in opportunities provided by the Trust. | ü |  | Application Form/  Interview/ Reference |
| A commitment to Equal Opportunities and the safeguarding of students | ü |  | Interview/ Reference |
| Commitment to continual professional development and  willingness to maintain a professional network to keep up to date with all developments within the sector | ü |  | Interview |
| Knowledge of sixth form colleges/schools pay terms and conditions |  | ü | Application  Form/Interview |