

**Assistant HR Advisor**

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| **Job Title:** | Assistant HR Advisor | **JE reference** | | JE263 |
| **Base:** | Central Team | | | |
| **Reports to:** | Director of HR | | **Grade:** | Grade 6  SCP 23 - SCP 25 |
| **Staff responsibility for:** |  | | **Salary:** | £32,076.00-  £33,945.00 (FTE, Salary to be pro rata) [Delete as appropriate] |
| **Additional:** | Regular travel across trust academies required | | **Term:** | 37 hours, 52 weeks |

**JOB PURPOSE**

* To deliver a professional HR service for the Trust, advising on the application and implementation of all employee related policies, procedures and documentation.
* To support leaders across the Trust, offering advice and support on, sensitive and sometimes contentious employment related issues
* To develop relationships with staff at all levels to provide support, guidance and challenge on all HR related matters.

**JOB SUMMARY**

1. Provide and efficient, effective and customer focussed HR service which supports all aspects of the life cycle of an employee. Including recruitment, terms and conditions of employment, training and development activities, ensuring compliance with employment legislation and Trust policies;
2. Build effective working relationships with key stakeholders.
3. Provide advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of good HR practice;
4. Build relationships with managers at all levels and develop a good understanding of their work so as to be able to offer solutions that are education focussed and put the student at the heart of all decisions;
5. Be aware of the NET national recognition agreement with Trade Unions and work within this,
6. Assist and in some cases lead on the development, implementation and delivery of HR training packages and toolkits.
7. Engage in promoting the values and acting as a role model for the Trust,
8. Undertake necessary training and CPD with the HR team to develop own expertise, including shadowing senior HR staff
9. Liaise with Legal provider and other HR staff where appropriate on certain cases, according to respective expertise,
10. Ensure accurate recording of all case work including minutes, emails, letters, witness statements,
11. Support the preparation for Tribunal Hearings as and when required,
12. Be involved in TUPE processes for academy conversions andsupport senior HR staff in the administration of the process including liaising with external service providers and other outside organisations to facilitate the accurate transfer of Due Diligence information,
13. Support senior HR staff with staffing restructures and assist with the work associated with redundancies,
14. Assist the HR team in regularly devising/reviewing and updating trust HR policies for to ensure compliance with employment law and best practice,
15. Assist the HR team in the setting up, reporting and monitoring of control systems including but not limited to absence management, annual leave and appraisal,
16. Proactively and regularly liaise and discuss casework with appropriate staff,
17. Continuously strengthen skills and knowledge required for effective HR case management and problem solving.
18. Undertake project work as directed by the Director of HR;

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures.
2. This role could involve contact with children

**General**

1. To participate in wider Trust meetings and working groups as required

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …………………………………… Date: ……………………………….