



Learning Academy Partnership

Job Description Trust People Adviser

Job Title:	Trust People Adviser
Grade/Range:	NJC Grade F (Torbay)
Hours of Work:	37 hours per week, full time
Responsible To:	Trust Lead for People and Governance



**As an employee of the Trust you may, if it is reasonable, be required to work in any of the establishments which the Trust manages or of which it is a partner.*

About Us

The mission and core purpose of our School Trust is to enable Flourishing Futures for our children by working together as a values-led family of exceptional academies, delivering an entitlement to exceptional education across all our local communities and where every child flourishes. We believe that every young person, regardless of their background or context, can achieve and exceed the highest of expectations.

All colleagues have a part to play in shaping our culture which is underpinned by our core values: Empower, Excel, Together, we care about our team and are committed to workload reduction and the wellbeing of colleagues, and this is reflected in our high colleague retention rates and feedback.

Overview

You will be an integral member of the Trust People Team contributing to and delivering the Trust people strategy that will in turn improve educational outcomes for all our children.

The postholder will be expected to:-

- Uphold the Christian characters of a School Trust
- Assist with the development, implementation, monitoring and evaluation of the Trusts HR and People Strategies
- Contribute and deliver at an operational level in all aspects of HR
- Assist with developing, monitoring, and updating the Trust HR policy framework
- Provide advice and knowledge in a broad range of HR areas, which fully reflects current employment legislation and best practice, to achieve operational and strategic objectives
- Assist with supporting employees on all aspects of people management and people practices

Key duties and accountabilities

- Act as an advocate of HR, building the reputation and professionalism of the team.
- Maintain employee personnel files.

- Assist with provide training and support for employees with interpretation of policies and procedures.
- Supporting in all aspects of an employee's life cycle, assisting in both informal and formal processes.
- To lead on the recruitment and safer recruitment processes, including updating the SCR
- To co-ordinate the absence management process, including making occupational health referrals where needed.
- To manage the paternity, maternity, shared parental and parental leave process.
- Support new employee induction and probation processes.
- To provide data, reports and statistical analysis relevant to the Trusts reequipments
- Ensuring electronic and paper records are kept up to date and meet statutory requirements in relation to GDPR; and are used effectively to support service delivery.
- Participate in projects, as appropriate across all HR disciplines.
- Keep up to date with external trends and best practice proactively sharing intelligence to inform and drive improvements to policy, process, and procedure.
- Build relationships and form alliances with external counterparts, communities of practice and stakeholder to scan for innovations and opportunities.
- To develop effective and credible working relationships within the Trust that positively influences colleague experience.
- Onboarding new schools, supporting comprehensive due diligence and undertake the HR function in supporting the TUPE process during conversions and mergers.
- To help promote the development of constructive employee relations and support negotiations and consultation with the relevant trade unions.
- To support the Senior people Lead, to ensure that the Trust is fully compliant in all areas of equality and diversity legislation.
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions.
- As appropriate to the postholder, duties to be carried out in compliance with the following:
 - ❖ Trust Policies (including Safeguarding policy)
 - ❖ Keeping Children Safe in Education (KCSiE)
 - ❖ Code of Conduct
 - ❖ GDPR
 - ❖ Financial Regulations
 - ❖ Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)

Expectations

- To put all children, in the Trust, at the core of all decisions and actions
- To be an ambassador for the Trust
- To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation.
- Be aware of and support difference and ensure equal opportunities for all
- To maintain confidentiality of the Trust's affairs.

Other

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Signed

Employee		Line Manager	
Print Name		Print Name	
Date		Date	