

**HUMAN RESOURCES ADVISOR
JOB DESCRIPTION AND PERSON SPECIFICATION**

POST TITLE: Human Resources Advisor
GRADE: Bucks Range 6 starting at £35,432 PA
RESPONSIBLE TO: HR Leadership
KEY TERMS: Full time, 37 hours per week, Monday to Friday
25 days' annual leave plus 8 bank holidays (possibility of TTO+)

THE TRUST

Across our seven sites (Buckinghamshire, Basingstoke and Wokingham) have state of the art facilities and a highly skilled staff team allowing us to provide high-quality education and care for the huge range of need that exists across the behaviour and autism spectrum.

Our defining purpose is to make an enduring difference to our students' lives, providing them with the knowledge, resilience, and skills to enable them to have purposeful and lasting employment.

Our Vision

'To be a nationally recognised network of Academies propelled by a relentless commitment to improving our student's lives.'

Core Purpose

To provide our students with the knowledge, resilience, and skills to enable them to have purposeful and lasting employment.

Our Values

- Excellence - Be ambitious for yourself and for our students. Aspire to be your best, take responsibility and be accountable.
- Teamwork - By combining our strengths, we will provide better outcomes for our students.
- Integrity - Be honest, fair, and ethical. Treat others as we wish to be treated.
- Advocacy - Relentlessly represent the interests of our students to bring about positive and lasting change.
- Enjoy - This isn't just a job; this work transforms lives and society. Stay self-aware, be courageous, learn from experiences, seek support when needed, bounce back, grow stronger, and enjoy the process of transforming lives.

THE POST

We need an exceptional HR Advisor. This is a key post in supporting the management and staff at Chiltern Way Academy Trust and to be effective in their roles and provide the very best quality of provision to our learners. The successful candidate will have support the full employee life cycle and will be involved in all areas of the Human Resources function. The post holder will be expected to work as part of the HR team in the provision of a comprehensive HR service at Chiltern Way Academy Trust. The post holder will be required to work closely with the HR Team and the Finance Team. The post holder must hold a driving license to visit our other sites including those based in Hampshire and Wokingham when required.

JOB SUMMARY

- Provide high quality professional advice and support to managers and staff for all HR related matters.
- Undertake specialist and general HR tasks as required and appropriate to the role.
- Deputise and act up for the HR Manager, as required.

KEY RESPONSIBILITIES AND DUTIES

- Update and support changes to employment law and best practice across schools HR
- Maintain the suite of document templates eg employment contracts, variation to contract letters, invitation to meeting letters, resignation letters, etc. Ensure these are accessible to the team and ensure they are kept up to date, relevant and in line with contractual and statutory requirements.
- Generate employment contracts and variation to contracts in line with authorised management requests for checking for the HR Manager.
- Undertake Regular Single Central Record Audits for the schools
- Work closely with the Payroll Department to ensure workforce information is kept up to date, and any problems identified and addressed. Issue accurate payroll instructions, to meet payroll deadlines.
- Work with the HR Manager to guide and advise management and employees, through all aspects of the employee life cycle to include absence management, investigations, discipline, grievance, capability, in accordance with the consistent application of Trust policies and procedures and compliance with employment law and best practice.
- Manage and monitor the Absence Management Programme across the Trust
- Manage and Monitor the Probation Period Process with Recruiting Managers and highlight any concerns to the HR Manager
- Assist in the HR processes including recruitment and selection, starters and leavers, employment checks, induction, mandatory/other training, probationary period review, performance and development review, maternity/paternity/shared parental leave, flexible working requests.
- Support the HR Manager in the management of poor performance, advising on solutions.
- Take notes at formal HR Meetings
- Undertake Interviews with Recruiting Managers
- Assist the HR Manager to provide management information reports relating to HR for example absence data, staff lists, payroll costs, etc. Work on requests for information, ensuring timely and accurate responses are provided.
- Work with management to ensure all information (eg jobs, hours, etc) are up to date.
- Undertake Job Evaluations where required for posts.
- Contribute to the development of HR policies, as requested.
- Management the provision of HR data including data input, as necessary.
- Maintain a filing system to ensure documents and information are retained and easy to locate.
- Maintain and update HR database systems.
- Work with HR Manager and Co-ordinate learning and development events for Trust staff, as required, and participate in the delivery of events as relevant.
- Complete relevant documentation in line with Regulatory and awarding bodies.
- Deputise for the HR Manager, as required.
- Always seek to be effective and efficient and to enhance the quality of the service which the HR team gives to all its users in line with the values of the Trust, thereby assisting them to provide a high quality of service to learners.

GENERAL RESPONSIBILITIES

- Identify personal and professional staff development needs to meet the Trust's Strategic and Operational Plan.

- Ensure continuous professional development (CPD) requirements as specified by the Trust and that may be identified during Trust processes, for example Performance Management.
- Participate in the Trust Performance Management Scheme.
- Be responsible for ensuring that the duties and responsibilities detailed in the Trust Health and Safety Policy are adhered to and carried out.
- Maintain awareness of the requirements of the Trust Health and Safety Policy.
- Read, understand and apply the Trust Safeguarding procedures and ensure that the duties and responsibilities detailed in the Trust Safeguarding Policy are adhered to and carried out, especially regarding the employment and management of staff.
- Understand the Trust's obligations under the Public Sector Equality Duty and act in accordance with statutory obligations under the equality duties and in compliance with current Equality legislation.
- Ensure adherence to the Trust's General Data Protection Regulation (GDPR) legislation and general data protection laws.
- Work to the Trust quality standards and systems within the context of the Trust quality systems and human resources functions.
- Undertake such other duties and responsibilities as are appropriate to this level of post.

The above job description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

THE PERSON

Essential Skills and Characteristics

- A CIPD Level 5 certification, or above.
- Previous experience of working in a fast-paced HR team, providing first level advice on HR policies and procedures, employment law and employee relations issues. Ideally in education.
- Excellent organisation and communication skills, with a good foundation in HR theory.
- Ability to multitask and deal with a range of incoming enquires – organisation is key to the success of this role.
- Ability to develop innovative ideas and solutions.
- Excellent IT skills specifically MS Office; particularly Word, Excel and Outlook, also keen knowledge, and experience of the importance of databases and their role in providing accurate management information.
- Able to form and maintain effective working relationships with colleagues, service users and third parties.
- Self-motivated with a 'can do' attitude and determination to always strive for the best outcomes.
- Able to streamline and improve operational processes.
- Highly enthusiastic with excellent communication skills.

Desirable skills and characteristics

- Excellent written, verbal, listening and presentation skills.
- Member of CIPD.
- Knowledge of employment contracts and context within the education sector.

SUMMARY TERMS OF EMPLOYMENT

Tenure of post:	Permanent
Hours of work:	37 hours a week, 52 weeks
Salary:	Bucks Range 6 starting at £35,432 PA
Leave:	25 days' annual leave plus 8 bank holidays

Pension Entitlement

You will automatically be enrolled in the Local Government Pension Scheme, should you not wish to pay into the scheme you must complete an opt out form.

Qualifications

Candidates will be required to bring to interview evidence of any qualifications declared on their application in the form of original certificates, together with proof of identity.

Pre-employment Checks

This appointment is subject to satisfactory references, enhanced DBS (Disclosure and Barring Service) and health checks and presentation of original qualification certificates.

Disclosure and Barring Service check

The post is subject to an enhanced DBS check. Chiltern Way Academy Trust aims to promote equality of opportunity for all with the right mix of talents, skills, and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

However, various kinds of employment, occupations and professionals are exempted under the Rehabilitation of Offenders Act 1974. Exempted occupations include work that brings the person into contact with vulnerable groups such as young people under the age of 18 and vulnerable adults. You must therefore indicate any spent or unspent convictions on your application and, as part of the interview process you are required to say whether or not you have a pending prosecution or have ever been convicted or bound over at a court or cautioned by the police for any offence.

Data Protection Act 1998

Chiltern Way Academy Trust collects information about applicants and staff for administrative, academic and health and safety reasons. Because of the Data Protection Act 1998, we need your consent and since we cannot operate effectively without processing information about you, we will need you to give your consent to process your application. If you do not give your consent, we will be unable to offer you a post and may withdraw any offer already made.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the Trust. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

Applications are invited at any time. The vacancy will close once a suitable appointment has been made. Interview dates will be notified to successful applicants, in due course.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

Human Resources Team

Chiltern Way Academy Trust is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment.