

(Revised 08/25)

## JOB DESCRIPTION

**Title:** HR Advisor

**Reports to:** People Manager

**Salary Grade:** Grade 8 pt. 26-31, £36,124 - £40,476

**Hours of Work:** 37 Hours (full-time), all year round, 52 weeks per year (with some requirement to work occasional out of hours)

**Primary place of work:** The Rock Centre, Walsall with hybrid working at other Trust offices, schools and home working to suit the needs of the Trust and ensure effective and efficient delivery of a centralised HR Service.

### Job Purpose:

To provide professional proactive and responsive HR advice and support with all employment matters e.g. employee performance, conduct (including safeguarding matters), capability, attendance, dismissal, disputes, restructures, redundancy, transfers (including TUPE), organisational change and workforce planning.

To provide an efficient, effective, responsive HR service, ensuring key HR processes, procedures and systems are accurately administered and applied to each situation as appropriate.

Responsible for developing and maintaining positive working relationships built on trust, integrity and mutual respect, with a variety of stakeholders (such as managers, senior leaders, trade union representatives and staff).

### Key responsibilities

General:

- Supporting leaders and managers in implementing HR policies and procedures safely and effectively, through the provision of professional HR advice, guidance, support and intervention, and coaching / training delivery.
- Ensure relevant advice and guidance is provided to leaders, senior and line managers in relation to Sickness Absence monitoring, and when necessary, Occupational Health referrals are obtained in a timely manner.
- Track and action fixed term contracts and advise and liaise with the Headteacher in accordance with the Fixed Term Contract Policy.
- Support in the investigations of employment related matters with managers and leaders, support the investigating officer in drafting clear, accurate, objective and understandable reports for hearings.
- Contribute to organisational changes, providing accurate staffing and redundancy information (e.g. redundancy estimates), delivering redeployment support as detailed in the Redeployment Procedure, and supporting consultation exercises as and when required.

- Take responsibility for the leavers process, ensuring payroll are notified and relevant systems updated with end dates, letters and issue exit questionnaire.
- Develop effective supportive approaches for staff and managers, to ensure HR policies are implemented effectively (e.g. developing booklets, having discussions with staff, attending meetings with managers and leaders).
- Contribute to the culture and high levels of staff engagement, having a flexible approach to work, and encouraging others to align their behaviours to the ethical leadership framework.
- Working with senior leaders, managers and colleagues to ensure the Trust/school effectively utilises and reviews job descriptions person specifications and associated HR documentation, in a fair, consistent and effective way.
- Oversee the Trust/school's safer recruitment activity, working with the HR Administrators, to provide regular updates to the recruiting manager and school and being the key liaison between schools and the HR Administration Team where required.
- Oversee recruitment activities for allocated schools, ensuring they are managed in a way which provides candidates with a professional, transparent recruitment and selection and onboarding experience.
- Provide professional HR advice and support to the school, ensuring that all successful candidates are recruited in line with legal and regulatory requirements, including Keeping Children Safe in Education.
- Contribute to the successful implementation of projects, gathering data, analysing and recommending appropriate actions, delivering agreed actions to a high-quality standard in a timely, responsive and organised way, ensuring the HR service meets and exceeds expectations.
- Increase managerial competence and confidence in HR related issues (e.g. conflict management, absence, grievance and discipline) through effective and timely coaching discussions, training, advice and guidance.
- Support the HR Administrative staff, ensuring they are fully supported in their development and that they have the resources to enable them to work effectively, providing clarity, advice, guidance and development.
- All MS Change form letters to be reviewed and signed off for issue in a timely manner.
- Keep up to date with legislation, national terms and conditions, statutory requirements and local agreements, monitoring compliance with HR related policies and procedures, templates and protocols as appropriate.
- Oversee adherence to safeguarding protocols, such as DBS, inductions, visitor protocols, cover contractors and agency staff.
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility, working within the Trust's policies and procedures, working across the Trust as required.

### General Information:

- The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the Director of HR and the Headteacher, appropriate to the remit.
- The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

*The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.*

## PERSON SPECIFICATION

Job Title:	HR Advisor
Grade: Grade 8, SCP 26-31 Salary: £36,124 - £40,476	Location: The Rock Centre, Walsall with hybrid working at other Trust offices, schools and home working to suit the needs of the Trust and ensure effective and efficient delivery of a centralised HR Service.

Criteria	Essential	Desirable
<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>Minimum CIPD level 5 or equivalent professional HR qualification or working towards qualification.</li> <li>Degree or equivalent professional qualification.</li> <li>Fully qualified CIPD member with evidence of continuous professional development.</li> <li>Affiliated Member of the CIPD.</li> </ul>	✓  ✓	 ✓  ✓
<b>Experience</b> <ul style="list-style-type: none"> <li>Significant generalist HR advisory experience and support.</li> <li>Experience of working in an educational setting in a HR Department.</li> <li>Experience of coaching, supporting managers efficiently and effectively with managing sickness absence, capability, disciplinary and grievance matters to an appropriate conclusion.</li> <li>Experience of delivering training to managers and senior leaders.</li> <li>Experience of handling and advising on complex employee relation issues.</li> <li>Experience of managing / supervising staff and delegation.</li> <li>Awareness of immigration legislation.</li> <li>Experience of working with trade unions.</li> <li>Experience of working in collaboration with stakeholders to meet business needs.</li> </ul>	✓ ✓  ✓ ✓  ✓ ✓	 ✓    ✓ ✓
<b>Skills, Knowledge and Abilities</b> <ul style="list-style-type: none"> <li>Ability to work under pressure and flexibly in order to meet competing demands, that are time critical.</li> <li>Strong interpersonal and communication skills, including sensitivity and the ability to influence others.</li> <li>Strong numerical skills.</li> <li>Literate and able to compile clear reports, correspondence and other documentation.</li> <li>Ability to apply and interpret procedures and policies effectively, in the context of individual cases and business need.</li> <li>Up to date knowledge of employment legislation and its application.</li> <li>Ability to support in the development and implementation of effective HR systems.</li> <li>Excellent and competent IT and report writing skills.</li> <li>A sound understanding of safeguarding legislation and guidelines in education.</li> <li>Ability to manage others and work collaboratively in a team environment.</li> <li>Excellent attention to detail and accuracy.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

<ul style="list-style-type: none"> <li>• Ability to use own initiative.</li> <li>• Ability to contribute to policy development.</li> <li>• Ability to collect, collate and analyse information to enable informed decisions to be made.</li> <li>• A good understanding of GDPR regulations/Data Protection responsibilities and how they are implemented within a HR environment.</li> <li>• Knowledge and experience of supporting managers through organisational change, redeployment, restructure, etc.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Other Attributes &amp; Qualities</b> <ul style="list-style-type: none"> <li>• Committed to the maintenance of confidentiality, discretion, diplomacy and professionalism at all times.</li> <li>• Ability to be impartial and objective.</li> <li>• Committed to equality, diversity and inclusion.</li> <li>• Committed to your personal and professional development.</li> <li>• Committed to safeguarding in accordance with Keeping Children Safe in Education.</li> <li>• Self-motivated and proactive with a solution driven approach to work.</li> <li>• Flexible and adaptable and willingness to work across sites within the Mercian Trust.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

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