

# Job Description

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**Job Title:** HR Advisor

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**Location:** Inspiration Trust Central Services

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<b>Job title</b>	<b>HR Advisor</b>
<b>Salary Scale</b>	<b>Scale I</b>
<b>Hours of Work</b>	<b>Full time - 37 hours per week</b>
<b>Weeks Worked</b>	<b>52 weeks per year</b>
<b>Responsible to</b>	<b>HR Manager</b>
<b>Location</b>	<b>Inspiration Trust Central Services, Norwich - with Travel to Academies across the Trust</b>

### **Main purpose of the role**

- To provide day to day HR support across Inspiration Trust Academies as part of the HR function. Our HR Advisors develop, advise on and implement policies relating to the effective use of personnel within an organisation.
- Their aim is to ensure that Academies employ the right balance of staff in terms of skills and experience, and that training and development opportunities are available to employees to enhance their performance and achieve the Trust's business aims. Support is given to each Academy with employee relation cases, capability issues, work practices, pay and conditions of employment, analysis of data/dashboards and equality and diversity in accordance with statutory obligations and best practice.
- External contacts include: Occupational health providers and union representatives.

### **Organisational relationships**

- Responsible to the HR Manager and Chief People Officer.
- Direct liaison with Principal's Personal Assistant's (PA's) and other staff within the Trust Academies

### **Principal accountabilities and Responsibilities**

<b>Overview</b>	<ul style="list-style-type: none"> <li>• To work collegially as part of a team to support in all areas of HR in a consistent yet flexible manner across an allocated remit.</li> <li>• The HR Advisor will ensure compliance, and quality in all tasks.</li> <li>• Maintaining a clear understanding of the Trust vision and goals and subsequent Academy objectives and strategies to achieve the desired outcomes.</li> <li>• An expert administrator, with the ability to implement strategy in a fast-paced environment.</li> <li>• Competent management of employee relation cases.</li> <li>• Capable of developing colleagues to fulfil their potential.</li> <li>• To support the achievement of the HR goals: <ul style="list-style-type: none"> <li>○ Compliance;</li> <li>○ Continuing Professional Development</li> <li>○ Cohesive Team communication;</li> <li>○ Consistency</li> <li>○ Continual Improvement and Innovation</li> </ul> </li> </ul>
<b>Main duties</b>	<ul style="list-style-type: none"> <li>• Working closely with Academies, assisting line managers to understand and implement policies and procedures.</li> <li>• Promoting equality and diversity.</li> <li>• Liaising with a wide range of stakeholders regarding staff performance, capability, conduct, safeguarding, health, and safety.</li> </ul>

	<ul style="list-style-type: none"> <li>• Working collegially with the Recruitment Team to ensure smooth onboarding processes.</li> <li>• Preparing and supporting staff inductions and training sessions.</li> <li>• Advising on pay and conditions, including promotion and benefits.</li> <li>• Supporting Academies with annual salary reviews.</li> <li>• Maintaining employee records using Human Resources Information Systems.</li> <li>• Interpreting and advising on employment law.</li> <li>• Assisting with investigations and preparations for disciplinary and grievance processes.</li> <li>• Upskilling and supporting line management in all areas related to people management.</li> <li>• Supporting great attendance through the provision of absence management data.</li> <li>• Providing advice on family friendly leave.</li> <li>• Providing advice on flexible working requirements.</li> <li>• Supporting workforce planning to achieve full budget compliance whilst enabling Academies to flourish.</li> <li>• Supporting on projects using change management skills.</li> <li>• Analysing training needs in conjunction with departmental managers.</li> <li>• Planning and delivering training.</li> <li>• Support the implementation and development of the Safeguarding Policy and maintaining an up-to-date schedule of training.</li> <li>• Providing confidential ad hoc advice and assistance to Trust employees.</li> <li>• Ensure full safeguarding compliance including vetting and the Single Central Record.</li> <li>• Ensuring all payroll related changes are input in a timely and accurate manner for starters, leavers and contract variations.</li> <li>• Monitor fixed term contracts and any work-related time limited restrictions.</li> <li>• Support Academies to conduct exit interviews and analyse data for trends.</li> <li>• Provide expert administrative support through all HR functions, ensuring accuracy and efficiency.</li> <li>• Ensure all maintained records are accurate and compliant with GDPR.</li> <li>• Promoting wellbeing and employee benefits at all times.</li> <li>• To bring innovation and creativity to drive forward the use of technology to enhance the provision of the team across the Trust.</li> </ul>
<b>Other duties include</b>	<ul style="list-style-type: none"> <li>• Lead on designated projects.</li> <li>• Assist with HR Projects.</li> <li>• Contribute to the development of the HR function.</li> <li>• Attend and contribute to HR meetings.</li> <li>• To have a duty of care to yourself and others.</li> <li>• To actively promote the Trust's Equality &amp; Diversity Policy, encouraging staff awareness and participation in all areas.</li> <li>• To actively promote the Trust's Safeguarding Policy and be aware of responsibilities to report concerns.</li> <li>• Adhere to the Trust's Data Protection Policy and Procedure and ensure private and confidential data is kept secure and disposed of in the appropriate manner.</li> <li>• To carry out duties pertinent to the scope of the post as directed by the HR Manager.</li> </ul>

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

### **Employee commitments**

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In anyway possible, in accordance with the role, support students to achieve their potential
- In anyway possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### **Performance Management**

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### **Context**

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### **Miscellaneous**

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety. This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.**

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Fully CIPD qualified to level 5 - (working toward full qualification with relevant experience)</li> <li>Good numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent level of education</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least three years' experience of working in a generalist HR environment</li> <li>Experience of casework including capability, disciplinary and grievance</li> <li>Experience of supporting managers across a variety of departments at different levels in all aspects of HR.</li> <li>Experience of change management</li> <li>Experience of producing and delivering training</li> <li>Report writing</li> <li>Experience of working with DBS/Safeguarding protocols</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of HR in the education sector</li> <li>Payroll experience</li> </ul>
<b>Professional Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Organised and methodical approach to administration and record keeping</li> <li>Planning and control</li> <li>Solution focused</li> <li>Excellent IT skills including Office 365</li> <li>Understanding and practical knowledge of employment law and employer best practice</li> <li>Understanding of confidentiality</li> <li>Ability to manipulate data and produce meaningful reports</li> </ul>	<ul style="list-style-type: none"> <li>Passion for learning and development</li> <li>Knowledge and understanding of teacher's terms and conditions of employment</li> <li>Knowledge and use of HR Database (ideally iTrent)</li> <li>Policy work</li> </ul>
<b>Communication and Influencing</b>	<ul style="list-style-type: none"> <li>Team working and personal impact</li> <li>Strong interpersonal skills and relationship management</li> <li>Managing the customer relationship</li> </ul>	

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Signature .....

Date .....