

8 Job Description

Post:	Human Resources Advisor
Pay Scale:	Grade 8 SCP 30-36
Responsible to:	HR Business Partner
Main Location:	STOCCAT Central Office

Main Duties

- Support and manage the workflow of HR processes with the HRIS iTrent throughout the employee lifecycle.
- Provide proactive and on demand support and coaching to line managers across the school portfolio ensuring full compliance with policies and procedures.
- Contribute to the continuous improvement of Human Resource practices and processes to ensure consistency, fairness and accurate application of these across the Trust.
- Participate in the creation and evaluation of HR policies and procedures to ensure they are in line with best practices, employment legislation, and the Trust's strategic objectives.
- Support the development of HR policies and procedures including the roll-out of new policies and create and deliver training to managers.
- Maintain awareness of current employment legislation and developments within the education sector and ensure changes are made to the current policies and procedures and applied across the Trust.
- Give managers and staff expert guidance on implementing HR policies in accordance with employment law and regulations.
- Support and advise managers on recruitment and retention matters.
- Manage a range of complex ER casework ensuring effective communication throughout the process with key stakeholders.
- To support and facilitate HR change processes including handling TUPE processes, redeployment, relocation and redundancy processes.
- Support the ongoing development of the HRIS iTrent and act as a Superuser and point of contact for schools.
- Review and assess the HR metrics data provided by iTrent making recommendations for action as required.
- Encourage the research, creation, and execution of inventive HR projects and contribute to relevant Trust-wide working groups.
- Liaise with and build relationships with Education trade union representatives.
- Seek at all times to be effective and efficient and to enhance the quality of the service which the Human Resources team provides.
- Have an active role in ensuring that the Trust follows safer recruitment processes.
- Providing guidance on staff safeguarding matters and in accordance with Keeping Children Safe in Education.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.

- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff/HR meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
CIPD qualified to level 5 or above	E	A/I/C
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent.	E	A/C
Knowledge & Experience		
Experience of working in HR in the education sector	D	A/I
An awareness and understanding of safer recruitment processes and Keeping Children Safe in Education legislation	D	A/I
Experience of working with an HRIS (especially iTrent)	D	A/I
Experience of designing and implementing HR processes and practices	E	A/I
Understanding of end-to-end recruitment processes	E	A/I
Experience of managing complex HR issues with support	E	A/I
Experience of managing a diverse workload and ability to prioritise work	E	A/I/R
Experience of successfully achieving deadlines and working without close supervision	E	A/I/R
Experience of drafting and reviewing HR policies and guidance	D	A/I
Technical Skills & Ability		
Excellent written and verbal communication skills and able to communicate to diverse range of people clearly and effectively	E	A/I
Excellent interpersonal skills and ability to build strong working relationships with the wider Trust team to ensure co-ordination and consistency of messages	E	A/I

Demonstrable record of working flexibly and using own initiative	E	A/I
Ability to cope with volume and complexity in a busy HR environment	E	A/I
Ability to keep up to date with current employment legislation and case law developments	E	A/I
Intermediate IT skills including Word, Excel, and Outlook and be able to establish, maintain and up-date databases accurately	E	A/I
An understanding and commitment to Equality and Diversity, Safeguarding and Health and Safety	E	A/I
Excellent time management skills	E	A/I
Special working conditions		
Full driving licence and access to own car with business insurance	E	A/I/C
Willingness and ability to work at different sites	E	I
Personal characteristics		
Excellent written and verbal communication skills	E	A/I
Demonstrable administrative and organisational skills	E	A/I
Good people skills, including a welcoming and engaging manner	E	A/I/R