

Role	Grade	Reports to
HR Advisor	5-6	Employee Relations Manager

Main purpose of the job:

The HR team is responsible for providing strategic and operational support to the Trust through engagement with senior leaders, managing relationships with unions and providing a high-quality HR service to all stakeholders.

The HR Advisor is responsible for providing timely, legally compliant and pragmatic advice to schools and central MAT teams to support positive employee relations, with a solutions-focused approach. They will provide guidance and support on employment policies, with a particular emphasis on attendance management, wellbeing, flexible work and low-level case work, escalating more complex issues as appropriate. The advisory team will work collaboratively, ensuring that guidance and support is accessible to leaders and line managers, both on the advice line and through planned time in schools to support meetings.

Key relationships:

This role is part of the Central Trust HR Team, working closely with other members of the HR team, the central business support team including Finance, IT, Estates, Catering and school-based colleagues across all sites.

Externally, the postholder works with relevant suppliers e.g. legal advisors, occupational health and payroll.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.

Main accountabilities:

Advisory support

- To work within the casework classification system, assessing the complexity and urgency of issues and escalating concerns or more complex casework to the Employee Relations Manager in a timely manner.
- To provide first line advice and support to school leadership, central MAT leadership and line managers in relation to absence, wellbeing, flexible working, probationary period management, terms and conditions and statutory entitlements (leave, maternity etc.).
- To support case work on more complex issues including conduct, capability, and grievance issues with guidance and support.
- To support the Employee Relations Manager with complex casework, including the preparation of document packs to specified standards, undertaking research and minute taking as required.
- To ensure that advice is legally compliant, aligns the Trust policies and that options and risks are clearly articulated to support decision making.
- To support policy review and development, keeping up to date on employment law developments.
- To ensure that advice and case information is appropriately documented, logging issues and advice and keeping records up to date.
- To monitor absence data and ensure attendance management triggers and procedures are consistently implemented, planning, attending and advising at formal attendance meetings.
- To ensure that formal letters drafted as part of case management are accurate, appropriate and complaint.
- To support the provision of a day-to-day telephone and email advice line, answering queries, opening cases, seeking advice and escalating issues as appropriate and ensuring all advice is logged.

Prospere Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To provide advice to HR Administrators or directly to employees on queries e.g. regarding deductions on payslips.
- To attend school sites as required to support meetings, ensuring thorough preparation in advance, taking notes and providing advice as required.
- To support investigations, including advising the investigation manager on procedure, preparing guidance, drafting questions and ensuring appropriate documentation is completed with support from the Employee Relations Manager and HR leadership.
- To ensure that follow-up actions are completed in a timely manner e.g. change of conditions letters following agreement of a flexible request.

Other

- To keep knowledge up to date and current in relation to employment law and wider HR issues through relevant reading and attending webinars and other appropriate training sessions
- Any other duties as reasonably required by the Head of HR
- Take an active role in central HR team meetings
- Travel to schools within the Trust as required

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prosper.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Level 5 HR qualification or equivalent	Desirable	Application
Employment law module of CIPD or equivalent	Essential	Application
Knowledge and Experience		
Excellent knowledge of employment law and employee relations, understanding of how policies are developed and reviewed	Essential	Application
Knowledge of contracts of employment, mandatory elements, statutory requirement	Essential	Application
Knowledge of nationally agreed terms and conditions for teaching (Burgundy Book, STPCD) and school support staff (Green Book, NJC)	Desirable	Application
Demonstrate the ability to develop, implement and maintain high quality administrative services to customers	Essential	Application
Knowledge of a broad range of employee relations issues and understanding of the role of trade unions	Essential	Application, Interview
Demonstrates an interest in keeping up to date with latest HR practices and legislation (particularly in schools) and an understanding of HR best practice	Desirable	Application, Interview
High level of competency in using software applications to be able to enter and retrieve information and produce complex documents using a range of systems and software	Essential	Application, Interview
Experience of using Microsoft 365 and Arbor	Desirable	Application
Demonstrate the ability to research, locate, select and analyse information to support decision-making	Essential	Application, Selection Task
Experience of keeping accurate records, writing letters and reports documenting procedure followed and decision-making	Essential	Application, Selection Task
Demonstrates ability to lead and coordinate case management procedures, knowledge of statutory timeframes	Essential	Application, Interview
Demonstrates exacting standards and high levels of attention to detail and accuracy, working in a systematic, methodical and orderly way	Essential	Application, Interview
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the Trust	Essential	Interview

Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders, ability to influence and build credibility as a trusted advisor	Essential	Interview
Excellent written skills, ensuring documentation, letters and reports are clear and professional	Essential	Interview
Excellent time management and project management skills, ability to adapt and prioritise appropriately	Essential	Interview
Excellent customer service skills, ensuring deadlines and expectations are met and communication is effective	Essential	Interview
The ability to manage highly confidential material in an appropriately sensitive way	Essential	Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.