



SOUTHEND EAST COMMUNITY ACADEMY TRUST

JOB DESCRIPTION

Post Title:	HR Advisor
Reports To:	Trust HR Operations Lead
Team:	SECAT HR Team
Grade:	L7 SCP 24 – 27
Salary:	£36,581 - £39,481 per annum
Weekly Hours:	37 Hours
Location:	Shoeburyness High School (with travel across all trust sites as required)
Responsible for:	No line management responsibilities

Job Purpose

To provide professional, proactive and customer-focused HR advice and support across the Trust. The postholder will manage and coordinate a range of employee relations matters, support managers in the application of Trust policies and procedures and work closely with the Trust's external HR advisory provider to ensure cases are managed effectively, consistently and in accordance with employment legislation and best practice.

The postholder will play a key role in supporting positive employee relations and contributing to the delivery of a professional, responsive and high-quality HR service across the Trust.

Key Responsibilities

Employee Relations and Advisory Support

- Manage and coordinate a caseload of employee relations matters, including disciplinary, grievance, capability, probation, flexible working and sickness absence cases.
- Provide professional HR advice and guidance to managers and employees, supporting the fair and consistent application of Trust policies, procedures and employment legislation.
- Work closely with the Trust's external HR advisory provider to progress employee relations matters, obtain specialist advice and ensure cases are managed effectively, consistently and in accordance with employment legislation and best practice.
- Coordinate and support employee relations processes, including investigations, formal meetings, hearings and appeals, ensuring documentation, communications and actions are progressed in a timely, professional and consistent manner.
- Maintain accurate employee relations records, documentation and case files in accordance with Trust procedures and GDPR requirements.



- Coordinate Occupational Health referrals, welfare support and employee wellbeing processes, maintaining appropriate records and ensuring agreed actions are progressed.
- Support safeguarding-related employment matters in conjunction with the HR Operations Lead, school leaders and external HR advisers.
- Escalate complex, high-risk, senior leadership or Headteacher matters to the HR Operations Lead.

HR Service Delivery

- Work collaboratively with the HR Operations Lead, HR Assistants and wider stakeholders to deliver an effective, responsive and customer-focused HR service across the Trust.
- Build and maintain positive working relationships with managers, employees, external advisers and other stakeholders.
- Maintain accurate and confidential employee records and utilise HR systems to support case management, reporting and service delivery.
- Ensure employee relations matters are progressed in a timely, professional and consistent manner.
- Contribute to the continuous improvement of HR processes, systems and service delivery across the Trust.

Projects and Development

- Support HR projects, initiatives, workshops and service improvement activities as required.
- Maintain up-to-date knowledge of employment legislation, HR best practice and developments within the education sector.
- Undertake other duties commensurate with the level and responsibilities of the post.

Working Relationships

The postholder will work closely with:

- HR Operations Lead
- HR Assistants
- Headteachers
- Central Team Managers
- Senior Leaders
- Occupational Health Providers
- Payroll Team
- External HR Advisory Provider (appointed consultancy)

This is a description of the job as it is presently constituted. It is normal practice to review the job descriptions periodically to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The



review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• GCSEs (or equivalent) including English and Maths at Grade 4/C or above. • A Levels (or equivalent qualification). • CIPD Level 3 qualification, or equivalent relevant HR qualification or experience. • Commitment to continuing professional development.	• CIPD Level 5 qualification or working towards.
Experience	• Experience of providing HR advice and supporting managers across a range of employee relations matters. • Experience of managing employee relations casework, including disciplinary, grievance, capability, probation, flexible working and sickness absence matters. • Experience of supporting formal HR processes, including investigations, meetings and hearings. • Experience of drafting professional HR correspondence and maintaining accurate employee records. • Experience of interpreting and applying HR policies, procedures and employment legislation. • Experience of working collaboratively with managers and stakeholders to resolve people-related matters.	• Experience within an academy trust, education or public sector environment. • Experience of liaising with external HR advisers or employment law specialists. • Experience of supporting safeguarding-related employment matters. • Experience of supporting HR workshops, training sessions or staff briefings.
Knowledge	• Good knowledge of employment legislation and HR best practice. • Understanding of employee relations processes and procedures. • Understanding of confidentiality, GDPR and professional HR standards.	• Understanding of HR advisory models involving external HR consultancy support. • Knowledge of employee relations processes and

		procedures within the education or academy sector.
Skills	• Ability to build effective working relationships with a range of stakeholders. • Ability to analyse information and exercise sound judgement. • Excellent communication and interpersonal skills. • Strong organisational and time management skills. • Ability to manage competing priorities and meet deadlines. • Ability to handle sensitive and confidential matters with professionalism and discretion. • Proficient in Microsoft Office applications and HR information systems.	• Experience of using school systems Bromcom, IMP or equivalent.
Personal Qualities	• Professional, approachable and customer focused. • Resilient, adaptable and able to work effectively within a fast-paced environment. • Committed to collaborative working and continuous improvement. • Good team player.	• Self-motivated • Adaptability
Other	• Valid driving licence and car access.	