



## **HR Advisor Job Description**

<b><i>Reporting to:</i></b>	HR Manager
<b><i>Liaising with:</i></b>	Trust Senior Leadership Team (SLT), Head Teachers, other colleagues, Trustees, Governors, NRCDES, Trade Unions and suppliers
<b><i>Grade/Salary:</i></b>	Band 5 (Scale point 19-24), £25,481- £28,672. Part time equivalent: £10,19.24 / £15,288.60 - £11,468.80 / £17,203.20
<b><i>Hours of work:</i></b>	14.8 / 22.2 hours per week 2 / 3 days per week part time, all year round (flexibility is available with regards to hours and term time only working)

### **Core Purpose:**

To support and assist the HR Director (HRD) and HR Manager (HRM) and deputise in the absence of the HRM in providing a forward thinking, responsive and professional service ensuring the Multi-Academy Trust (MAT) remains compliant at all times with employment law, health and safety, conditions of service, teacher standards, policies/procedures, Bishop Memorandum and best practice.

### **Specific areas of responsibility and key tasks:**

#### ***Employee Relations (ER) Advice and Guidance***

- To provide telephone and e mail advice and support to all academies within the Trust on capability, disciplinary, grievance, redundancy, restructure, safeguarding, dignity at work, diversity, equality, sickness and other absence cases and escalate as necessary to the HRM.
- To identify the need and attend on site visits to individual academies relating to informal and formal disciplinary, capability, grievance, sickness absence cases and hearings, to advise the head teacher, SLT and/or panel.
- To manage and provide support on the HR helpdesk service to all academies within the MAT, ensuring compliance with employment law and provision of consistent advice.
- To ensure that the Trust has a proactive approach to absence management, providing day to day advice and support to managers including collating and interpreting timely sickness, authorised or unauthorised absence information/data.
- To support return to work meetings as required by Head Teachers, to advise on occupational health recommendations, stress risk assessments, trigger points, phased returns and reasonable adjustments.



- To liaise with the HRM and Head Teacher regarding case and risk management to ensure a successful outcome.
- To support the effective administration of the associate pool of professionals for example investigations/mediation, ensuring they have access to relevant policies and procedures, determining terms of reference, ensuring indemnity insurance and CV's and by facilitating the availability of associates as required by academies.

### ***HR Training and Development***

- To develop and facilitate a HR training and development programme for Head Teachers, senior leaders, managers and governors including the delivering of workshops on managing absence, performance management, capability and disciplinary.
- To support the professional development of academy-based staff to ensure that they carry out their roles effectively and in line with best practice and employment law by providing coaching

### ***HR Policies, Procedures and Management Toolkits***

- To proactively support the HRD and HRM with the drafting and/or updating of HR policies, procedures and ensure templates are distributed for use across all academies within the Trust.
- To ensure updated HR policies, procedures and management toolkits are available for the Trust in line with the review cycle and changes in employment law.
- To review and update the Trust pay and reward policy with the HRM to ensure that it is updated in line with the review cycle and available to all academies.
- To ensure HR policies and procedures are cascaded and available to all members of staff as part of their induction and at staff or Trust training events.

### ***Compliance***

- To assist in the delivery and monitoring of the HR Service Level Agreement (SLA) and Key Performance Indicators (KPI's) to ensure value for money.
- To assist in the submission of the statutory annual return to the Department for Education (DfE) and other Government Agencies e.g. workforce census.
- To assist with ensuring that the Trust complies with its statutory responsibilities for reporting on HR and employment matters e.g. gender pay gap reporting, equality impact assessments, academies handbook and competency framework, teacher misconduct case referral to the National College for Teaching and Leadership (NCTL).
- To ensure accurate employee records are securely maintained on the HR system and are held in accordance with General Data Protection Regulations (GDPR).
- To provide support to the Trust and to each individual academy to maintain the single central record and to ensure the safeguarding of young people.



- To assist with the monitoring of the HR budget.
- To assist with the availability of accurate workforce data (succession planning, staff turnover, absence, gender, ER cases) for Head teachers and the NRCDES.
- To support and help maintain payroll processes ensuring accurate data management in line with payroll deadlines.

### ***Induction, Talent/Performance Management and Wellbeing***

- To support senior leaders to ensure new members of staff receive appropriate induction to their role, their team and the wider academy/Trust community.
- To assist with the development of a talent/performance management programme including ensuring teaching and support staff have access to high-quality training and continued professional development.
- To assist the HRM in the delivery of wellbeing initiatives, to ensure staff feel valued, motivated and supported to provide outstanding educational standards.
- To assist in the consistent application and monitoring of a performance management and pay/grading framework across all academies within the Trust.

### ***Recruitment and Retention***

- To assist with the interview and selection design process for the recruitment of new staff.
- To support the HRM and senior leaders with the recruitment process, such as facilitating interviews and fair selection methods for the recruitment of staff to Senior roles and other posts within the Trust.
- To discuss and ensure robust Disclosure and Barring Service (DBS) disclosures and other pre-employment checks working with senior leaders at individual academies to meet safeguarding requirements.
- To review and verify employment offer letters and contracts on behalf of all academies within the Trust.
- To review and verify requests for variation and other employment contractual changes.
- To use the Catholic Education Service (CES) templates to prepare and issue accurate and timely contracts of employment.
- To assist in the retention of teaching and associate staff by ensuring exit interview data is available to NRCDES and reviewed with Head Teachers to identify trends in staff turnover and to ensure specific strategies are implemented to improve retention.

### ***Additional Duties***

- Lead and manage key change projects as required.
- To attend meetings as required.
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding.