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**Job Description**

**Role:** HR Advisor

**Location:** Interchange Business Park at J25 of M1 (travel required across all Trust Schools)

**Salary: Hay Band A £32,076 - £36,648 per annum** (pay award pending)

**Contracted Hours:** 37 hours per week – All year round

**GENERAL INFORMATION**

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

**PURPOSE OF THE POST**

To work closely with Head Teachers and Senior Leaders, to support delivery of a first class and proactive HR service, focusing on employee relation matters and including attending meetings and hearings and providing professional HR support and advice.

**KEY DUTIES**

* To provide professional HR advice, coaching and support to Senior Leaders on employee related HR issues, including attendance/conduct/performance/grievance issues and relevant terms and conditions pertaining to teaching and support staff, across all Trust schools.
* Manage own caseload, ensuring cases are progressed in a timely manner, in accordance with relevant policies and procedures.
* Lead strategically and proactively on the management of sickness absence and welfare issues in schools, identifying trends or issues and recommending appropriate initiatives.
* Produce regular attendance reports and recommend appropriate actions to Senior Leaders.
* Assist with and advise on the preparation of documentation related to attendance management reviews.
* Provide professional advice at attendance management review meetings/hearings as required and to Senior Leaders and Governors, up to and including dismissal/appeal, travelling to schools in the Trust, as necessary.
* Provide professional HR advice to Senior Leaders on conduct, grievance matters and performance issues, including support and advice on investigations under the Trust’s procedures.
* Maintain up to date systems and records of casework.
* Produce HR reports and statistical data as required, using the relevant IT systems.
* Keep abreast of current employment law and future developments which could impact on policy within the Trust.
* Development and delivery of relevant training on HR policies to a variety of audiences.
* Undertake relevant policy or project work under the direction of the HR Director.
* Support change processes, including TUPE exercises, restructures, and reduction processes.
* Contribute to the efficient and smooth functioning of the HR team, showing flexibility and support to other team members, as necessary.

**RELATIONSHIPS**

**To be responsible to:**

* The HR Director

**To co-operate with:**

* All colleagues in the Trust Central Team and our schools
* Local Authority colleagues
* Trade Union representatives
* Persons and bodies outside the school as necessary, to ensure the smooth running of the Trust.

**Continuing Professional Development**

* Undertake any professional development necessary as identified by the HR Director and in line with the Trust Improvement Plan.
* Maintain a professional portfolio/record of evidence to support performance management process.

**Health and Safety:**

* Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions, including Safeguarding procedures.
* Co-operate with the Trust on all issues to do with Health, Safety, and Welfare.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Date Job Description Revised: June 2024

By Whom: HR Director

PERSON SPECIFICATION – HR ADVISOR

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|  | **Essential**  | **Desirable** |
| **Qualifications & Experience** |
| Working towards or holding a recognised CIPD qualification  | **A** |  |
| Degree in related subject |  | A |
| Significant experience of working in an HR related role providing advice to leaders on employee relation matters and casework, including absence management, and managing casework from end to end | I/A/T |  |
| Experience of working in the Education sector |  | A |
| Experience of working with HR policies | I/A |  |
| Experience of working with HR systems and software | I/A |  |
| Experience of managing own workload and working to deadlines | I/A |  |
| Experience of working with Trade Unions |  | I/A |
| Experience of advising on general terms and conditions applying to all staff  | I/A |  |
| **Knowledge & Skills** |
| A good understanding and knowledge of employment law and awareness of the key legislation used in Education sector | I/A |  |
| Excellent verbal and written communication skills | I/A/T |  |
| Excellent time management, planning and organisational skills | I |  |
| Ability to prioritise and multitask whilst managing stakeholder expectations | I |  |
| High degree of attention to detail | I/A |  |
| Good level of IT skills including proficiency in use of Outlook and MS Office | I/A/T |  |
| Ability to learn new processes and systems quickly | I |  |
| **Attributes & Behaviours** |
| Excellent communicator with ability to develop superb working relationships | I |  |
| Professional and flexible working style | I |  |
| Excellent problem-solving abilities using sound logic and pragmatic approach, demonstrating creativity where possible | I/A |  |
| Confidence to work with managers, following through on tasks to resolve queries | I |  |
| Resilient, proactive, and positive attitude | I |  |
| Demonstrates a supportive approach and is committed to teamwork | I/A |  |
| Demonstrates an understanding of and commitment to the White Hills Park Trust vision and values | I |  |
| Demonstrates a high level of confidentiality, discretion and diplomacy | I/A |  |
| Committed to own continuing professional development | I/A |  |
| **Other** |
| Occasional work outside normal working hours - prior notice given | I |  |
| Ability and willingness to travel to and transport self to all Trust sites | I |  |

**I = Interview**

**A = Application**

**T = Test**