

Job Profile

Job Title: People Advisor

Reports to: Head of People & Development

Location: Based at the Bognor Regis campus, you will on occasion visit academy schools within the University of Chichester Multi-Academy Trust ('the Trust') as part of the role.

Function of the post:

The central People provision is highly valued by our academies and contributing to this, you will provide professional People advice, information and guidance to the senior leadership team across a breadth of People activity, with a strong focus on employee relations, in particular sickness absence. Within a busy environment you will support the delivery of the People annual plan and achievement of the Trust's People Strategy, whilst ensuring the Trust and its academies meet legislative, policy and procedural compliance.

Principal Accountabilities:

1. Deliver a professional and high-quality employee relations service, providing advice, guidance and solutions on a broad range of workforce issues, including complex case management, terms and conditions, policies, procedures and employment legislation in accordance with Trust policies and procedures.
2. This will include ensuring investigations are carried out robustly and timely, and when appropriate, supporting academies at formal meetings. Discretion will be required when advising on appropriate outcomes for which critical judgement is required.
3. Working closely with all parties to resolve both informal and formal employee relations matters such as absence management, disciplinary, capability/performance and grievance cases. This will involve building strong working relationships with a wide variety of staff, and confidentiality and discretion will be required when advising on fair and best practice, processes and outcomes.
4. In liaison with colleagues, oversee and respond to online enquiries within 24 hours of receipt and in line with procedures, Trust policy and practice. Ensure emails are escalated to an appropriate member of the People team, if unable to respond to query.
5. Maintain, update, and accurately record all ER casework (e.g., disciplinary, grievance, capability, and absence management), ensuring records are thorough. Work closely with Academy Operations Officers within our academies and in the Central team, headteachers and line managers, to track case progress, ensuring timely interventions and early resolution where possible.
6. Preparation and updating of standard People documentation and reports relating to all areas of People management to ensure consistency and accuracy in line with Trust strategy, policy and legal compliance
7. Contribute to the delivery of the People Strategy and wider vision and aims of the Trust, promoting the Trust and delivering a professional and high-quality, effective and efficient People provision that is recognised by the Trust and its academies as adding value.
8. Coordinate Occupational Health referrals, ensuring timely and appropriate support for employees. Liaise with employees and the Occupational Health provider to facilitate assessments, gather relevant information, and ensure

clear communication regarding recommendations and next steps. Provide guidance to managers on implementing OH advice, supporting employees' wellbeing, and ensuring compliance with Trust policies and legal obligations.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Diversity:

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Central People team. Any breaches may lead to termination of employment.

Health & Safety:

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the Trust's Health and Safety Policies, which are available from the Central People team.

Sustainability and Environment:

The University is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The University will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the University's Environmental & Sustainability Development Strategy.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Central People team.

Safer Recruitment:

The Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

The majority of Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust uses an umbrella organisation and new members of staff will be advised if they are required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs.

Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Knowledge and Qualifications	E	D	Evidenced through
CIPD Level 3 Qualification as a minimum, member of the Chartered Institute of Personnel & Development, or equivalent.	✓		Application Documentary evidence Interview
GCSE A-C, or 4+, or equivalent in English Language or Business Writing, and Maths.	✓		
Evidence of continuing professional development relevant to the requirements of the role.		✓	
Skills	E	D	Evidenced through
People and analytical skills, with high levels of accuracy and attention to detail	✓		Application Interview Process References
Strong interpersonal and communication skills, both verbal and written, to effectively support a range of people; providing advice and support using different mediums appropriate to the audience, and with sensitivity and confidentiality when required	✓		
High level of digital literacy, including Microsoft Office packages or equivalent, and social media sites for business purposes such as recruitment.	✓		
Organisational and planning skills that demonstrate an ability to deliver a timely, professional, and effective service in-line with the duties of the post.		✓	
Experience	E	D	Evidenced through
Relevant experience of supporting multiple managers with competing demands in a fast-paced environment.	✓		Application Interview Process References
Experience of working in a People Advisory role, ideally as part of a busy flexible team	✓		
Strong demonstrable experience of managing complex ER casework from start to completion, with a focus on sickness and other absence types.	✓		
Personal Attributes	E	D	Evidenced through
People centric approach with a high attention to detail and accuracy with an analytical mind and a commitment to delivering excellent customer service, adapting to meet changing needs of an evolving organisation	✓		Interview Process References
A natural team player with initiative, resilience and a helpful, positive outlook, aware of the need to be confidential and sensitive to the needs of a diverse range of people	✓		
Flexible attitude, adapting to changing priorities and business needs, remaining calm under pressure	✓		
A growth mind-set with a passion for continued learning and a commitment to the values of the Trust.	✓		