

Job Title: HR Advisor
Grade/Band: £34,834 to £37,336 (Pro Rata / Pay Award Pending)
Responsible to: COO
Weeks / Hours: 42 weeks per year, 37 hours per week

Main Purpose of the Role

We need an exceptional HR Advisor. This is a key post in supporting the management and staff at White Woods Primary Academy Trust and to be effective in their roles and provide the very best quality of provision to our learners.

The successful candidate will support the full employee life cycle and will be involved in all areas of the Human Resources function. The post holder will be expected to work as part of the Operations team in the provision of a comprehensive HR service at White Woods Primary Academy Trust. The post holder will be required to work closely with the COO, Payroll and the Finance Team. The post holder must hold a driving licence to visit our other sites including those based in and around the Rotherham area as and when required.

Specific responsibilities

- To Provide high quality professional advice and support to managers and staff for all HR related matters.
- Undertake specialist and general HR tasks as required and appropriate to the role.
- Work alongside the external HR consultancy to provide exceptional advice and guidance to all employees with WWPAT.
- Update and support changes to employment law and best practice across schools HR.
- Maintain the suite of document templates eg employment contracts, variation to contract letters, invitation to meeting letters, resignation letters, etc. Ensure these are accessible to the team and ensure they are kept up to date, relevant and in line with contractual and statutory requirements.
- Generate employment contracts and variation to contracts in line with authorised management requests for checking for the HR Manager.
- Undertake Regular Single Central Record Audits for the schools
- Audit of Personnel Files within each school.
- Work closely with the Payroll Department to ensure workforce information is kept up to date, and any problems identified and addressed. Issue accurate payroll instructions, to meet payroll deadlines.

- Work with the HR Manager to guide and advise management and employees, through all aspects of the employee life cycle to include absence management, investigations, discipline, grievance, capability, in accordance with the consistent application of Trust policies and procedures and compliance with employment law and best practice.
- Manage and monitor the Absence Management Programme across the Trust
- Manage and Monitor the Probation Period Process with Recruiting Managers and highlight any concerns to the HR Manager
- Assist in the HR processes including recruitment and selection, starters and leavers, employment checks, induction, mandatory/other training, probationary period review, performance and development review, maternity/paternity/shared parental leave, flexible working requests.
- Support the Headteacher and Executive Team in the management of poor performance, advising on solutions.
- Take notes at formal HR Meetings
- Undertake Interviews with Recruiting Managers
- Assist the COO/CFO to provide management information reports relating to HR for example absence data, staff lists, payroll costs, etc. Work on requests for information, ensuring timely and accurate responses are provided.
- Work with management to ensure all information (eg jobs, hours, etc) are up to date.
- Undertake Job Evaluations where required for posts.
- Contribute to the development of HR policies, as requested.
- Management of the provision of HR data including data input, as necessary.
- Maintain a filing system to ensure documents and information are retained and easy to locate whilst considering data retention periods.
- Maintain and update HR database systems.
- Work with the COO and Co-ordinate learning and development events for Trust staff, as required, and participate in the delivery of events as relevant.
- Complete relevant documentation in line with Regulatory and awarding bodies.
- Always seek to be effective and efficient and to enhance the quality of the service which the HR team gives to all its users in line with the values of the Trust, thereby assisting them to provide a high quality of service to learners.

General

- Identify personal and professional staff development needs to meet the Trust's Strategic and Operational Plan.
- Ensure continuous professional development (CPD) requirements as specified by the Trust and that may be identified during Trust processes, for example Performance Management.
- Participate in the Trust Performance Management Scheme.

- Be responsible for ensuring that the duties and responsibilities detailed in the Trust Health and Safety Policy are adhered to and carried out.
- Maintain awareness of the requirements of the Trust Health and Safety Policy.
- Read, understand and apply the Trust Safeguarding procedures and ensure that the duties and responsibilities detailed in the Trust Safeguarding Policy are adhered to and carried out, especially regarding the employment and management of staff.
- Understand the Trust's obligations under the Public Sector Equality Duty and act in accordance with statutory obligations under the equality duties and in compliance with current Equality legislation.
- Ensure adherence to the Trust's General Data Protection Regulation (GDPR) legislation and general data protection laws.
- Work to the Trust quality standards and systems within the context of the Trust quality systems and human resources functions.
- Undertake such other duties and responsibilities as are appropriate to this level of post.


The above job description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

Person Specification

| 1. Knowledge, Experience & Skills | Essential/ Desirable | Shortlisting |
|---|-------------------------|--------------|
| A. Education or Charity sector experience | E | ✓ |
| B. Have experience of providing complex/generalist HR advice to senior leaders and working effectively with local unions. | E | ✓ |
| C. Have in-depth expert knowledge of current HR legislation and developing HR systems and procedures. | E | ✓ |

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| D. Experience of developing policy and procedural documentation. | E | ✓ |
| E. An understanding of local government pay and conditions. | D | ✓ |
| F. Strong operational delivery focus with ability to interpret data to create and present evidence based insight. | E | ✓ |
| G. Strong employee relations experience and a comprehensive knowledge of employment legislation. | E | ✓ |
| H. High levels of attention to detail. | E | ✓ |
| I. High levels of communication skills both written and verbally. | E | ✓ |
| J. Able to organise self and work to tight deadlines with minimum supervision. | E | ✓ |
| K. Ability to work flexibly to meet short term high demands/peaks to support the schools' deliverables. | E | ✓ |
| L. Ability to communicate effectively with members of the central team and staff at all levels across the Trust. | E | ✓ |
| M. Ability to show empathy and sensitivity when dealing with staff issues as well as demonstrating high levels of resilience when supporting schools with challenging employee relation issues. | E | ✓ |
| N. Full driving licence and access to own transport | E | ✓ |
| 2. Qualifications and Training | Essential/ Desirable | Shortlisting |
| A. A CIPD Level 5 certification, or above. | E | ✓ |
| B. Safer Recruitment Training in education | D | ✓ |

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| C. Appropriate GCSE / A Level - C and above | E |  |
| 3. Personal Qualities | Essential/ Desirable | Shortlisting |
| A. Exceptional levels of integrity and confidentiality. | E | |
| B. Resilience and high personal standards. | E | |
| C. Flexibility with a willingness to support and contribute to school/Trust events, as required. | E | |
| D. High expectations for self and others and a strong commitment to raising achievements. | E | |
| E. Stakeholder engagement – identify and build relationships with key roles across the business. | E | |
| F. Be open to change and unexpected obstacles – adapt to situations in a calm and professional manner | E | |
| G. Be proactive and flexible in approach to acting on and completing tasks within the department. | E | |

Statements relevant to all posts

All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; IT; Safeguarding and Financial Regulations.

Safeguarding is everyone's business. All employees, governors, contractors and volunteers share a responsibility, both corporately and individually, to ensure that every person is treated with dignity and respect and protected from others who may abuse them. We have a duty of care to safeguard and promote the welfare of children and young people, and must raise any concerns without delay.

The job description is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the service.

The person specification covers key areas of competence and methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how

they act in a specific area or situation. These include: ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process.