



Leigh Academies Trust

Job Description

Role: People Advisor

Reporting to: HR People Partner

Responsible for: None

Leigh Academies Trust is an organisation that believes our people are our most important asset. It is through their performance that we achieve the success that shapes the lives of our students and transforms the communities that we serve. Everyone that works for us plays a vital part in achieving this no matter what role they do, and this role is no exception. This profile outlines what we expect of you.

Purpose of role:

- To deliver a comprehensive HR service across the Trust providing professional and confidential HR support, advice and administrative support with contractual matters.
- Provide email, telephone and face-to-face advice to academy staff on all matters of HR policy and practice, escalating matters to People Partners where necessary.
- Support the People Partners with employee relations casework (e.g. disciplinaries, grievances, capability matters and absence management), including minute taking conducting investigations, attending hearings and producing documentation.
- Assist from time to time with more complex casework including redundancy situations and TUPE transfers.
- Where necessary, support Line Managers in preparing for and conducting interviews and related assessment activities.
- To draft and process all contractual amendments for staff ensuring that payroll is notified and all changes are captured in a timely fashion on our HR System.
- Collaborate with the Systems Analyst to assist in the production of data, statistics and other HR related information to assist workforce planning and satisfy statutory requirements
- Coordinate the occupational health provision/counselling as required as well as support the delivery of our wellbeing programmes.
- Provide regular information to assist in the management of HR processes e.g. probation reports, expiry of fixed term contracts, sickness certificates and fit notes required or overdue.

- Manage 'non-standard' leavers, ensuring that all paperwork is produced, payroll is notified and our HR system is kept up to date.
- Ensure the administration of maternity, paternity and adoption processes is undertaken efficiently and in line with Trust policy.
- Assist with the administration of performance development processes including producing any letters confirming pay changes.
- Assist with the maintaining of the Trust Portal (LAT One) with changes or relevant staff announcements.
- Undertake any ad-hoc HR projects as and when required by the People Director or the Deputy People Director.
- You will attend all relevant HR meetings as requested.
- You will be prepared to go above and beyond the call of duty from time to time and undertake any other reasonable duties in line with your position and experience in order to help the organisation achieve its goals.

What you need to perform this role successfully

To be successful, you need to have strong written and verbal communication skills with a passion for Human Resources and have the ability to organise and prioritise a busy workload. Attitude is essential and a strong desire to deliver outstanding customer service.

It would be desirable that you have experience within the education sector and have undertaken some CIPD studies. As a Trust we feel it is important to hire with the right attitude which is why we will be looking for someone that is enthusiastic, focused, reliable and resilient to the day to day pressures that a busy HR function brings.

Learn more

To learn more about working for the Trust, please visit our careers site at www.latrustcareers.org

Employee's signature:

Print name:

Date: