

Job Title: Human Resources Systems Advisor	Pay Scale: PPS 13
Normal Place of Work: The Priory Federation of Academies Trust	Line Manager: Head of Human Resources
Role Summary: The HR Systems Advisor will, working closely with the Head of HR, manage the maintenance and development of the Trusts HR system, iTrent. This includes developing processes to support the overall HR priorities and wider Trust Development Plan. Working closely with stakeholders providing advice on the implementation, embedding and continual monitoring.	

DUTIES AND RESPONSIBILITIES

Key Responsibilities include to:

- Provide professional guidance on HR systems and data processes, including using and promoting HR self-service platforms, ensuring accurate employee information and compliance in line with data protection regulations.
- Act as first point of contact for all academies relating to HR systems and processes, including iTrent.
- Liaise with academies during the implementation of system upgrades to ensure smooth transition and effective communication.
- Manage and resolve queries ensuring a high quality of customer service.
- Develop, maintain update and deliver user guides, communications and training materials for HR processes and systems that align to Trust policy.
- Provide support to the Head of Human Resources and HR Business Partners with projects related to HR systems implementation, upgrades or process improvements.
- Support continuous improvements to the system.
- Work with the HR Business Partners to provide support to academies with any bespoke training requirements or needs relating to HR systems and processes.
- Work with the Head of Human Resources to ensure the compliance and updating of Trust policies.
- Attend professional and legal updating seminars/training and ensure any changes are compliant within the Trust.
- Attend weekly HR Systems focus group.
- Support with projects as directed by the Head of Human Resources.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high-quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors/External Agencies	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any noncompliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy Day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Human Resources Systems Advisor

		Essential	Desirable	How assessed*
	QUALIFICATIONS			
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 3 CIPD qualification or working towards	X		AF / Cert
3.	Significant CPD in the professional field		X	AF / Cert
4.	Level 3 Business/Administration qualification or equivalent		X	AF / Cert
	KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
5.	Strong knowledge of HR Systems and proficiency in Microsoft tools	X		AF/IV/R
6.	Recent and relevant experience of working in a HR setting.	X		AF/IV
7.	Knowledge and experience of HR systems, including iTrent		X	AF/IV
8.	Working knowledge of employment legislation	X		AF/IV
9.	Experience of implementing HR systems, using project management skills to organise and meet key deadlines.	X		AF/IV/R
	SKILLS AND ABILITIES			
10.	Excellent oral and written communication skills.	X		AF/IV/AT
11.	Strong planning and organisation skills.	X		AF/IV/R
12.	Ability to train, support and influence staff in the effective use of HR systems and policies.	X		AF/IV
13.	Ability to use IT at a level commensurate with job role.	X		AF/IV/AT
14.	Must accept and actively support the Trusts agreed values.	X		IV

*Key to how skills are assessed:

AF Skill assessed via application form

IV Skill assessed via interview

AT Skill assessed via test/work-related task

Cert Certificate

R Skills assessed through References

*Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee:

Dated:

***Please sign and return one copy of the Job Description (after acceptance of post)**