

People Advisor

Job description and person specification

Job description

Post title: People Advisor

Salary: Level 3 Tier 1

Position: 37 hours per week, Term time only

Reports to: People Partner – Performance & Engagement

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To provide a professional, high-quality and timely people advisory service to leaders and colleagues across the Trust. Support managers in the effective application of people policies, procedures and employment legislation, providing practical advice and guidance on routine employee relations matters.

The People Advisor will work closely with the Senior People Advisor, People Partner and leaders to support the management of attendance, capability, conduct and wellbeing issues, helping to ensure that people matters are addressed consistently, fairly and in line with Trust policies and values.

The postholder will provide first line advice for employee relations matters and administrative and case management support on more complex cases led by the Senior People Advisor. They will contribute to the development of positive employee relations and support managers in building confidence and capability in people management practices.

Main duties and responsibilities

Employee relations support

- Provide first-line advice and guidance to managers on people policies, procedures, terms and conditions of employment and employment legislation.
- Manage a caseload of routine employee relations matters including attendance management, disciplinary, grievance and capability cases.

- Support managers through formal people processes, including preparing documentation, attending meetings and providing procedural advice.
- Ensure that all employee relations cases are managed in accordance with Trust policies, procedures and employment legislation.
- Escalate complex, high-risk or sensitive cases to the Senior People Advisor as appropriate.
- Assist in the preparation of case files, reports and documentation for formal hearings and appeals.

Coaching and manager support

- Support leaders and managers to develop confidence in managing people matters effectively.
- Provide practical coaching and guidance in all people related matters e.g. disciplinary, welfare and wellbeing, capability etc.
- Promote early intervention and informal resolution where appropriate.
- Develop positive working relationships with leaders across academies and central teams.

Attendance and wellbeing management

- Advise managers on attendance management processes and procedures.
- Monitor sickness absence cases and support managers in maintaining regular attendance review and welfare meetings.
- Assist with occupational health referrals and recommendations.
- Support managers in implementing reasonable adjustments and wellbeing support measures where appropriate.

Recruitment and workforce support

- Provide advice to managers on recruitment processes and associated employment procedures.
- Support organisational changes by maintaining accurate staffing information and staffing records.

Policy and compliance

- Support the implementation and communication of People policies and procedures.
- Ensure compliance with employment legislation, safeguarding requirements and Trust policies.
- Maintain confidentiality and comply with GDPR and data protection requirements at all times.
- Keep up to date with developments in employment legislation and HR best practice.

Data and reporting

- Maintain accurate records of employee relations activity.
- Utilise HR systems to produce reports and management information.
- Monitor trends in attendance, employee relations and workforce data, highlighting concerns to the Senior People Advisor and People Partner.

- Support audit and compliance activities as required.

Stakeholder engagement

- Liaise with trade union representatives and professional associations on routine employee relations matters.
- Work collaboratively with colleagues within the People Team to ensure a consistent and responsive service.
- Develop effective relationships with leaders across the Trust.

Additional responsibilities

- Support People Team projects and initiatives as directed.
- Participate in professional development activities.
- Work in accordance with Keeping Children Safe in Education and safeguarding requirements.
- Undertake any other duties commensurate with the grade and nature of the post.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references. The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Educated to GCSE standard or equivalent	X		Application form
CIPD HR Intermediate Certificate / Diploma Level 5 or equivalent qualification, or working towards	X		
Knowledge and understanding			
Experience of working within an HR or People function.	X		Application form
Experience of providing advice and guidance on HR policies and procedures.	X		
Experience of supporting employee relations casework.	X		
Experience of managing competing priorities and meeting deadlines.	X		
Understanding of employment legislation and HR best practice.	X		Interview/ Tasks
Experience of maintaining confidential and sensitive information.	X		
Experience within the education or public sector.		X	References
Experience of advising managers on attendance management, disciplinary, grievance or capability matters.		X	
Experience of using HR information systems.		X	
Experience of working with trade unions.		X	
Skills and attributes			
Strong interpersonal and relationship-building skills.	X		Interview/ Tasks
Excellent written and verbal communication skills.	X		
Ability to provide practical advice and guidance to managers.	X		
Ability to organise and prioritise a varied workload.	X		
Strong attention to detail and accuracy.	X		
Ability to analyse information and make sound recommendations.	X		
Ability to work independently and as part of a team.	X		
Professional, resilient and solution-focused approach.	X		
Ability to maintain confidentiality and exercise discretion.	X		
Experience delivering briefings or workshops to managers.		X	
Experience analysing workforce data and producing reports.		X	
Core			
Able to work flexibly including regular travel across the Trust, according to the needs of the service	X		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	X		Pre-employment checks
The post holder will be required to hold appropriate membership of a professional body		X	

Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	X		
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