

Job Description

Job title: People Advisor
Reports to: HR People Partner
Responsible for: N/A

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.

Job purpose

- 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 the Associate and People Partner where necessary.
- Working closely with the Academy absence leads to manage sickness and attendance
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- Support the People Partners and Associate People Partners with employee relations casework (e.g. disciplinarys, 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 maintenance 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.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns. All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take. Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

The following outlines the minimum criteria for this post.

Qualifications	- First level of professional qualification e.g. CPP, CIPD or high level of operational experience
Experience	- Experience of working and advising on HR issues within an HR team environment or equivalent - Evidence of working in an environment that requires high level communication skills - Experience of working in a customer-focused business
Skills and Abilities	- A positive approach to problem solving that enables and empowers customers to achieve their desired outcomes - High level written and verbal communication skills - Ability to quickly build positive relationships and establish credibility with customers - Ability to prioritise and work to a range of timescales - Quick to learn but not afraid to ask for advice
Knowledge	- Current knowledge of employment law - Current knowledge of HR systems and processes - Current knowledge of HR policies and practices