



Shaw  
Education  
Trust



# Careers

at Shaw Education Trust



<b>Job Title:</b>	<b>Regional People Advisor</b>
<b>Grade:</b>	<b>8</b>
<b>SCP:</b>	<b>SCP 28– SCP 33</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract</b>
<b>Responsible to:</b>	<b>Head of HR</b>

## Job Purpose

To support the Shaw Education Trust to provide a proactive, effective and efficient service to Schools across the Trust. The role is generalist in nature, the People Advisor will be responsible leading on HR Operations for a cluster of Schools within the Midlands, East Midlands and North West.

## Key Responsibilities

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- To support the People team to provide coherent and consistent whole-School HR support across the Trust
- Lead on Employee Relations cases including disciplinary, capability, grievances, sickness review meetings, attendance management, probation review, and any other meetings in accordance with The Trust procedures and policies. This will include note taking and drafting all supporting formal documentation
- Support the Employee Relations Manager and School Leaders on more complex employee relations casework, as required.
- Work with the Employee Relations Manager to coach and educate Line Managers and provide all- round generalist HR advice in accordance with employment legislation, determining when to escalate more complex issues
- Support the Employee Relations Manager to achieve continuous improvement and identify trends for action, which may include guiding managers and employees on problem solving and dispute resolution
- Deal effectively with any escalated HR queries which the school HR team are unable to answer as the first point of contact
- Maintain and keep up to date with HR policies, procedures, regulatory compliance and employment law
- Support the People team to contribute to the development and streamlining of HR processes and procedures and supporting documentation such as template letters and employee forms, to ensure the continuous improvement and development of the People function and its service offering
- Support the delivery of individual or group training sessions to colleagues on HR procedures, policies, and employment law, as appropriate
- To assist in the co-ordination and administration of the colleague data, utilising the iTrent system when required and working closely with the Shared Service team to ensure all data is compliant and accurate
- To provide high level HR administrative support at the direction of the Senior Leaders
- To assist the People team and School team with maintenance of the School's Single Central Register, as required
- To assist with the preparation, updating, distribution and storage of relevant computerised and paper-based records, reports and information
- Regular maintenance and systematic organisation of office filing systems, document retention, correspondence and other records in line with the provisions of data protection law and the School's own privacy policies
- To support the colleague induction process across the Trust

- To maintain all relevant paper and electronic HR records (Safeguarding training, professional development, absence, and relevant online management information systems)
- To assist in the administration of the Trust Professional Development Review procedure
- Liaising with the Trusts Legal Advisors as required

*The areas of scope for the role include but not limited to, culture and engagement, Diversity and Equality, software and HR technology, Talent and performance, management and leadership, recruitment and resourcing, coaching and mentoring, Employment law and legislation and Reward and recognition*

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the achievement of the school's objectives.
- **Promote inclusion and acceptance of all pupils within the school.**
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Be aware of, support and ensure equal opportunities for all.
- Assist with pupil needs as appropriate during the school day.

**Safeguarding**

- Take responsibility for promoting the safety and welfare of all pupils.
- Report all concerns to an appropriate person.
- Co-operate and work with relevant agencies to protect children.
- Ensure all statutory requirements are adhered to, including prevention.

***This job description is not prescriptive, nor necessarily a comprehensive definition of the position.***

***Notwithstanding the duties in this job description, you will be expected to undertake any other duties and tasks which are not specifically listed but are within the scope and remit of this post to ensure the effective delivery and development of the service.***

## Qualifications and Experience

### Qualifications/Training

- CIPD Foundation certificate in People Practice (Level 3) or equivalent qualification or experience in a relevant discipline or working towards CIPD foundation
- Experience in an admin People Resources role
- Experience of payroll

### Experience / Knowledge / Skills

- Experience of advising senior leaders on a range of HR related queries
- Ability to understand policies, codes of practice and awareness of relevant legislation
- Excellent Communication Skills at all levels
- Attention to Detail
- Pro-active approach
- Good Analytical skills
- Well organised
- Ability to think outside the box
- Strategic thinker
- Good Understanding of Microsoft packages – specifically Word and Excel

## Codification of expected norms and behaviours

Leadership, of self and others		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> <li>• Build relationships between yourself and the team, and between team members.</li> <li>• Unify not divide the team, promote a culture of respect.</li> <li>• Manage conflict well and pro-actively.</li> <li>• Embrace and welcome accountability of self, and for team.</li> <li>• Care for the well-being of your team/colleagues.</li> <li>• Support the retention of good staff by creating a positive culture around workforce development and team communities.</li> <li>• Ensure good communication amongst your team and the wider organisation as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure effective workforce development and training for self and all, including coaching and mentoring.</li> <li>• Spot and nurture talent – in yourself and in others.</li> <li>• Positively engage in development opportunities and aptitude development.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure clear roles and accountabilities for the team are well understood.</li> <li>• Develop and promote mutual accountability between colleagues in the team.</li> <li>• Deploy staff and resources effectively across the team.</li> <li>• Manage the workload of self and team.</li> <li>• Know your team(s)/colleagues well.</li> </ul>
Model our values and behaviours		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> <li>• Build trust within your teams and across the Trust.</li> <li>• Create and contribute to a psychologically safe environment so staff can work and flourish within your team and across the Trust.</li> <li>• Value compassion</li> <li>• Encourage a can-do approach personally and across your team.</li> <li>• Positively challenge poor behaviour and call it out.</li> </ul>	<ul style="list-style-type: none"> <li>• Be self-reflective on your own strengths and be proactive in seeking support (via colleagues, reading or CPD) to understand any areas for improvement and ensure your development in these.</li> </ul>	<ul style="list-style-type: none"> <li>• Display professional credibility to team, peers, and trustees.</li> </ul>

<ul style="list-style-type: none"> <li>• Be highly and consistently visible across the organisation and within your team.</li> <li>• Demonstrate a consistent approach and calmness.</li> </ul>		
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**Motivate and inspire**

<b>Attitude</b>	<b>Aptitude</b>	<b>Functional Capability</b>
<ul style="list-style-type: none"> <li>• Celebrate and acknowledge success of self and others.</li> <li>• Show and demonstrate the value of others – create an abundance culture where all can be successful without threat or competition.</li> <li>• Demonstrate drive and ambition for self, team and Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in wider networking, development opportunities and/or reading to gain inspiration and personal motivation.</li> <li>• Understand and share your ‘why’ – and revisit it regularly.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate a precise and clear vision.</li> <li>• Set the journey ahead which is understood by all.</li> <li>• Evidence sharp goal setting and achievement.</li> <li>• Ensure errors, oversights and mistakes are rare.</li> </ul>

**Reflection**

<b>Attitude</b>	<b>Aptitude</b>	<b>Functional Capability</b>
<ul style="list-style-type: none"> <li>• Demonstrate transparency and integrity within team and across the Trust.</li> <li>• Accept responsibility and be vulnerable, avoid a blame culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Take time to know yourself and engage in self-reflection and learning.</li> <li>• Ask thoughtful questions and seek the truth.</li> <li>• Give and accept feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage your team to reflect on efficiency and effectiveness, striving to gain a constantly improving approach.</li> </ul>

**Secure accountability by giving tools to succeed by...**

<b>Attitude</b>	<b>Aptitude</b>	<b>Functional Capability</b>
<ul style="list-style-type: none"> <li>• Giving generously with your time.</li> <li>• Ensuring 1:1 meetings are useful and effective in driving improvement.</li> <li>• Providing support and removing barriers to success.</li> <li>• Be true to your word, if you say you will do something, do it.</li> </ul>	<ul style="list-style-type: none"> <li>• Have high expectations of yourself and others, seek out best practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring absolute clarity in terms of expectation and ‘the ask’.</li> <li>• Allocating resources effectively to support KPI delivery.</li> <li>• Be willing and able to have challenging conversations.</li> </ul>

**In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:**

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**JC      11.02.2022**

***Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.***