

## JOB DESCRIPTION

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

### **Statement of 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:**

- 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

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job***

### Person Specification

	Criteria	
	<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in an administrative People Resources role/office environment</li> <li>• Experience of payroll in an organisation</li> <li>• Experience of using Microsoft Office</li> <li>• Experience of advising senior leaders on a range of HR related queries</li> </ul>	
	<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>• CIPD Foundation Certificate in People Practice (Level 3) or equivalent qualification or experience in a relevant discipline or working towards CIPD Foundation Certificate</li> </ul>	
	<b>Knowledge &amp; Skills</b> <ul style="list-style-type: none"> <li>• Very good numeracy and literacy skills</li> <li>• Effective use of ICT and other specialist equipment/resources. e.g. payroll systems and database</li> <li>• Ability to understand policies/codes of practice and awareness of relevant legislation.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Good interpersonal skills.</li> <li>• Ability to interact and advise others.</li> <li>• Ability to advise on and follow policies and procedures</li> </ul>	
	<b>Behaviour Attributes</b> <ul style="list-style-type: none"> <li>• Is committed to the provision and improvement of quality service provision</li> <li>• Is enthusiastic and decisive</li> </ul>	
	<b>Other</b> <ul style="list-style-type: none"> <li>• Must be able to travel to Trust sites and multiple academies</li> <li>• Commitment to Safeguarding</li> <li>• Have an aspiration to make HR processes at Shaw Education Trust 'best in class'.</li> <li>• Required to have an enhanced DBS check</li> </ul>	

#### MEASURED BY KEY:

APP = Application form

ASS = Assessment activities

I = Formal interview

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/BA 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.

