

Salary:	Grade G - Points 25-28 on the NJC Pay Scale (currently £35,235 -£37,938 per annum)
Responsible to:	HR Business Partner and Head of Human Resources
Date of Job Description:	January 2025

Purpose of the Role:

- As part of the HR advisory team; to support the HR Business Partner and Head of HR in delivering a high quality, professional and forward thinking HR service to the academies and central services of the trust.
- As Senior HR Advisor supervising and where appropriate line managing employee relations work within the HR Advisory team; utilising expert knowledge and experience to provide a senior level of advice and support to ensure the timely and appropriate resolution of routine and complex employee relations case work; in line with statutory requirements, current best practice and aligned to the needs of the academies and trust.
- To seek to successfully resolve any issues in the management of employee relations case work within the HR Advisory team, liaising with Headteachers and senior leaders as appropriate, before escalating to the HR Business Partner for advice and support in resolution.
- As part of the HR advisory team, generate ideas to continuously improve the delivery of the HR advisory service specifically relating to employee relations case work, including but not limited to, the design, implementation and evaluation of projects and action plans with agreed timescales, collation and monitoring of employee relations case management performance data; updating the HR Business Partner and seeking advice and support where appropriate.
- In conjunction with the HR Business Partner; to support the review, writing, implementation and evaluation of HR Employee Relations Policies.

Main Tasks and Responsibilities

Senior HR Advice

1. To deliver a comprehensive HR service to the academies and trust and uphold the reputation of this service by communicating practical, effective, efficient and timely

advice to internal and external colleagues in a professional, proactive, positive and supportive manner.

2. To provide first line response to academy HR contacts, managers and senior leaders on day-to-day queries regarding terms and conditions of employment, education sector specific legislation, HR policies and procedures and best practice human resource management and development.
3. Accountable for supporting the successful delivery of employee relations case work personally and through the supportive and effective supervision and where appropriate line management within the HR Advisory team, ensuring accountability, development and success.
4. To work closely with managers and senior leaders advising, coaching and supporting them in effectively and efficiently managing staff attendance, probationary and appraisal, all employee relations matters e.g. capability, disciplinary, grievance, flexible working, special leave etc. in line with legislation and policy, within a timeline and to an appropriate resolution.
5. To deliver well thought out, practical and holistic HR advice to managers and senior leaders that considers all strengths, weaknesses, opportunities and threats in a situation and supports academy and Trust outcomes.
6. To assist in the development of best practice human resource management soft and hard skills in our managers and senior leaders to enable clear progress and successful outcomes to be achieved, being supportive in providing constructive challenge.
7. To deliver, as well as support the HR Advisory team in providing supportive, yet constructive feedback where required with managers and leaders to improve performance and outcomes, whilst maintaining strong and positive relationships with the HR department.
8. To seek to successfully resolve any issues in the management of employee relations case work, liaising with Headteachers and senior leaders as appropriate, before escalating to the HR Business Partner for advice and support in resolution.
9. Monitoring compliance and audit to ensure academies and the trust are managing and supporting staff in line with up-to-date employment legislation, education sector specific legislation and best practice and HR policies and procedures and reporting this to the HR Business Partner.
10. To support the HR Officer in providing advice and guidance to the resolution of any queries/casework they may have.
11. To maintain continuous personal development (CPD), pro-active awareness and knowledge of forthcoming changes and developments in employment legislation and education sector specific legislation, ensuring academies and the Trust are informed and this is reflected in your daily advice and practice.

Communication and Relationships

1. To proactively and positively contribute to the success of the HR team, working effectively as part of the team and contribute in internal/external meetings as required.
2. To quickly establish and maintain positive and effective working relationships with HR contacts, managers and senior leaders negotiating, influencing and persuading appropriate courses of action.
3. To deliver complex and sensitive advice or information to staff, managers and senior leaders.
4. To smoothly and professionally resolve any conflict or disagreement with staff, managers and other stakeholders.
5. To develop and maintain open and positive working relationships with Trade Unions to secure reasonable and appropriate outcomes for both employees and the trust, advising and supporting the HR Advisor in undertaking this also.
6. To work as an advocate for staff satisfaction and engagement and maintain a barometer of this across the trust.

Data and Information Management

1. Ensure tidy, accurate, up-to-date and complete paper and/or electronic records in relation to all work is maintained and stored confidentially and in line with GDPR.
2. Support academies in the maintenance of tidy, accurate, up-to-date and complete employment records (e.g. personal files) and workforce performance data (e.g. sickness absence) monitoring this through regular audits and providing feedback, guidance and advice to continually enhance practices.
3. To keep the HR Cloud drives up to date with relevant HR policies, procedures, templates etc.
4. To produce and analyse regular reports on key workforce performance data and monitor this data (e.g. sickness absence, special leave, employee relations cases, recruitment, leavers, training, appraisals, probationary year, demographics, fixed term contracts etc.) to make recommendations to the HR Business Partner, Head of HR, managers and senior leaders on areas for action.
5. To take notes at meetings where required and type these up.

Training and Development

1. To independently and with the HR team design and deliver HR training to enhance the development of human resource management practice with HR contacts, managers and senior leaders.

Organisational Change

1. To support the HR Business Partner and Head of HR in working closely with managers and senior leaders to plan and deliver smooth, successful organisational change, advising on the planning and implementation of TUPE, re-structures, redundancy and changes to terms and conditions of employment.
2. To lead in supporting managers in writing consultation documents and in the delivery of individual and/or group consultation meetings with staff, as appropriately determined by the HR Business Partner

HR Strategy, Action Plan, Projects and Performance

1. To support the HR Business Partner in delivering the Employee Relations Action Plan to ensure that the HR department adds value to and supports the achievement of academy and trust objectives.
2. To continually explore innovative and more effective and efficient ways of working in terms of HR processes. Support the HR Business Partner and Head of HR, as well as independently reviewing, developing and implementing stronger and improved systems and procedures.

General

1. To act in accordance with FCAT's policies and procedures.
2. To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
3. To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
4. To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
5. To ensure compliance with FCAT's Health and Safety Policy at all times.
6. To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
7. Any other tasks and responsibilities reasonably appropriate to this post and grade.