



<b>Organisation:</b>	Watergrove Trust
<b>Section:</b>	Central Team
<b>Location:</b>	Trust Office; Blue Pit Mill, Queensway, Rochdale OL11 2YW plus any of the schools within the Watergrove Trust.  Opportunity to work from home up to 2 days per week subject to business needs.
<b>Job Title:</b>	Senior People Advisor
<b>Hours:</b>	36.25 hours, all year round or term time plus options available. We are a family friendly employer and are open to discussion about working hours. #Happytotalkflex
<b>Grade:</b>	Grade 10
<b>Grade Range:</b>	Pt 33 £42,708 - Pt 36 £45,718 for full time, full year
<b>Accountable to:</b>	The Director of People
<b>Accountable for:</b>	Supporting the Director of People with the management of the People Team.
<b>Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.</li><li>• A full driving licence and access to a vehicle with business use is required.</li></ul>

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **PURPOSE AND OBJECTIVES OF THE ROLE**

The Senior People Advisor is an integral member of a dynamic and effective team reporting to the Director of People. Their role is to deliver comprehensive and high-quality services that ensure the implementation of People policies, procedures, and systems. Furthermore, they will support the achievement of People Key Performance Indicators (KPIs) which are aligned with the Watergrove Trust's strategic priorities, all within the established framework of the People Strategy.

In addition to providing advisory services, the Senior People Advisor will play a key role in managing casework within the team. This includes the assignment of cases related to grievances, disciplinary matters, absence management, and other employee relations issues. Casework will be allocated based on the knowledge, experience, and specialism of each People Advisor, ensuring appropriate support and guidance is provided to operational managers. The Senior People Advisor will lead high level and complex cases and provide coaching and mentorship to team members, and ensure consistent application of policies and procedures across the Trust.

## **Responsibilities**

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

## **IT**

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

## **Health/Safety/Welfare**

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

## **Values and Behaviours**

Our mission is to be ever **"Providing more"** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

## **Principal Duties**

1. In liaison with the Director of People, effectively and efficiently manage a portfolio of People casework and functions and provide advice on People issues within the Trust schools e.g.,
  1. Grievance/whistleblowing,



2. Disciplinary (up to dismissal),
  3. Capability (up to dismissal),
  4. Flexible Working requests,
  5. Low level concerns and managing allegations
  6. Sickness absence management (up to dismissal),
  7. Ensuring compliance with legislation and People policies and procedures.
2. Assist the Director of People with Change management restructures within the organisation.
  3. To establish and develop a responsive relationship with the Trust Executive Team, Headteachers and Senior Leadership Teams.
  4. Under the direction of the Director of People, to provide professional advice, support and coaching to the Trust Headteachers and senior managers on the interpretation and application of all People policies, processes and procedures, ensuring these are applied fairly and consistently. Advise and recommend appropriate courses of action in line with relevant best practice, policies, employment legislation and statutory frameworks.
  5. Ensure accurate records are maintained, so that appropriate information is available to support any present or future decisions/challenges in relation to People and other matters.
  6. To be responsible for HRA cases delegated by the Director of People; working with the Trust Headteachers and/or School Business Managers to initiate the process and oversee the sickness absence procedure when necessary.
  7. To be responsible for cases delegated by the Director of People with all People matters for the Trust schools as necessary, ensuring that up-to-date guidance and procedures are understood and implemented at all times.
  8. Provide regular reports to the Director of People on casework activity across the Trust schools.
  9. Support the Director of People with managing and arranging disciplinary and grievance investigations and hearings, including associated paperwork.
  10. Work with the Director of People on any other People projects.

#### Administration

1. Oversee and review contractual paperwork including salaries offered in line with the NJC and the STPCD document for new starters before being sent as part of our onboarding process.
2. Identify problem areas from the trigger reports produced by the absence tracker and develop action plans in conjunction with the wider People team.
3. To write complex formal documentation to support case work, or support managers in the drafting of formal documentation as appropriate.



4. To support the preparation of regular management information reports (KPI's) for presentation at executive meetings.
5. To review and amend People policies in accordance with changes in legislation for approval at Executive/JCNC meetings before they are implemented.
6. Ensure all recruitment paperwork for all employees are up to date and in compliance with pertinent data protection UK, safeguarding and immigration laws.

### **Other Trust duties**

The Trust Central Team provides support for all schools to achieve the Trust's mission. For successful outcomes, the central team must possess knowledge and understanding across different services and functions. This collaboration ensures seamless communication and coordination, allowing each member and department to work harmoniously towards shared goals. To cultivate this interconnectedness and eliminate potential barriers, interdisciplinary projects will be strategically implemented. These initiatives will provide valuable opportunities for team members and schools to collaborate, expand their understanding of each other's roles, and work together effectively. This cohesive approach will strengthen the central team's ability to empower and enhance the success of every school within the MAT.

### **Secondary Duties**

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the Academy and Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
4. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other



areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.

7. Be a positive, collaborative team member.

8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the CEO (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

10. To attend and participate in meetings as required.

11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

13. Actively promote the Academy and Watergrove Trust corporate policies.

Job Description Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Postholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.*



## Watergrove Trust Person Specification

<b>Organisation :</b>	<b>Watergrove Trust</b>	<b>Post:</b>	Senior People Advisor
<b>Section :</b>	Central Team	<b>Grade:</b>	<b>10</b>

### **Note to Applicants:**

***Essential Criteria (E)*** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.**

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>Qualifications</b>		
Qualifications		
GSCE grade C or equivalent in English and Maths	<b>E</b>	<b>AF, I</b>
HR qualification e.g., CIPD Level 5 qualification or equivalent level of HR experience dealing with all aspects of HR	<b>E</b>	<b>AF, Certificates</b>
<b>Experience</b>		
At least 3 years of experience of working at HR Adviser/Officer level in generalist role covering case management	<b>E</b>	<b>AF, I</b>
Experience of working in an HR role carrying out a range of HR duties, ideally in the education sector	<b>E</b>	<b>AF, I</b>
Experience of dealing and building effective relationships with trade unions	<b>E</b>	<b>AF, I</b>
Experience of supporting managers in all areas of people matters, including recruitment, disciplinary, grievance, absence & sickness casework	<b>E</b>	<b>AF, I</b>



Experience of working within a customer focused environment with the ability to establish good working relationships with a variety of people e.g., senior leaders, job applicants, employees	E	AF, I
Experience of dealing with employee relations casework and HR best practice	E	AF, I
Experience in prioritising varied and conflicting work demands and able to work under pressure	E	AF, I
Skills, knowledge and understanding	E	AF, I
Sound knowledge and understanding of UK employment legislation	E	AF, I
Good understanding of the principles of safer recruitment and Equality and Diversity as relevant to the needs of the post	E	AF, I
Good understanding of employment law legislation and GDPR regulations	E	AF, I
Good communication skills with a positive and enthusiastic approach	E	AF, I
High level of personal organisation and understanding the need for confidentiality	E	AF, I
Able to prioritise and manage workload effectively to meet deadlines	E	AF, I
Competent use of IT packages including Word, Excel and PowerPoint	E	AF, I
Able to work calmly under pressure	E	AF, I
Careful attention to detail	E	AF, I
Knowledge of HR policies and procedures	E	AF, I
<b>Other Requirements</b>		
A commitment to on-going personal development and willingness to undertake appropriate training	E	AF, I
Appointment to the post is subject to a satisfactory enhanced DBS check	E	AF, I
Evidence of commitment to safeguarding and protecting the welfare of children	E	AF, I
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes	E	AF, I

