**Northern Education Trust**

**Job Description**

**Trainee HR Advisor**

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| **Job Title:** | Trainee HR Advisor (Level 5 qualified working towards level 7) | | |
| **Base:** | North Shore Academy | | |
| **Reports to:** | HR Manager | **Grade:** |  |
| **Service responsibility:** | Human Resources | **Salary:** |  |
| **Additional:** | Regular travel will be required. | **Term:** | Fixed Term  37 Hours  Whole Time |

**JOB PURPOSE**

* To deliver a professional HR service for the Trust, advising on the application and implementation of all employee related policies, procedures and documentation.
* To support leaders across the Trust, offering advice and support on, sensitive and sometimes contentious employment related issues
* To develop relationships with staff at all levels to provide support, guidance and challenge on all HR related matters.

**JOB SUMMARY**

1. Provide and efficient, effective and customer focussed HR service which supports all aspects of the life cycle of an employee. Including recruitment, terms and conditions of employment, training and development activities, ensuring compliance with employment legislation and Trust policies;
2. Build effective working relationships with key stakeholders.
3. Provide advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of good HR practice;
4. Build relationships with managers at all levels and develop a good understanding of their work so as to be able to offer solutions that are education focussed and put the student at the heart of all decisions.
5. Assist and in some cases lead on the development, implementation and delivery of HR training packages and toolkits.
6. Undertake necessary training and CPD with the HR team to develop own expertise, including shadowing senior HR staff.
7. Ensure accurate recording of all case work including minutes, emails, letters, witness statements.
8. Support senior HR staff with staffing restructures and assist with the work associated with redundancies.
9. Recruitment and selection of senior positions and oversee the administration of other positions – liaising with external advertising agencies for adverts, preparing packs for short listing, sending out invite to interview letters, reference requests etc.
10. Organising and minute taking at meetings, providing confidential administrative support to the HR team.
11. Assist the HR team in regularly devising/reviewing and updating trust HR policies for to ensure compliance with employment law and best practice,
12. Inputting data and effectively maintaining confidential HR records;
13. Oversee all required pre-employment checks including DBS checks, pre-employment questionnaires etc.;
14. Maintain an accurate Single Central Record of all employees of the central team;
15. Undertake administrative work associated with staffing restructures; including compiling standard letters and calculating redundancy costs;
16. Undertake project work as directed by the HR Manager / Executive Director of HR and Communications;

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**General**

1. To participate in wider Trust meetings and working groups as required
2. Comply with Trust policies and procedures at all times, including GDPR related policies

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …………………………………… Date: ……………………………….