

<b>Salary:</b>	NJC Pay Scale, Points 16-17
<b>Responsible to:</b>	Human Resources Business Partner
<b>Date of Job Description:</b>	March 2024

### **Purpose of the Role:**

- As part of the HR team; through the HR Advisor role deliver a high quality, professional and forward thinking HR service to the academies and central services of the trust.
- To provide accurate and well thought out advice to managers and senior leaders to enable strong, effective and efficient human resource management in line with statutory requirements, current best practice and aligned to the needs of the academies and trust.

### **Main Tasks and Accountabilities**

#### **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, pro-active, 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. To work closely with managers and senior leaders advising, coaching and supporting them in effectively and efficiently managing staff attendance, probationary and appraisal, recruitment, all employee relations matters e.g.

capability, probationary, disciplinary, grievance, flexible working, special leave etc. in line with legislation and policy, within a reasonable timeline and to an appropriate resolution.

4. 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.
5. 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.
6. 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.
7. To support the HR Officer in providing advice and guidance to the resolution of any queries/casework they may have.

### **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 advice or sensitive information to staff, managers and senior leaders.
4. To develop and maintain open and positive working relationships with Trade Unions to secure reasonable and appropriate outcomes for both employees and the trust.
5. 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 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 regularly monitor and utilise workforce performance data to feedback to HR contacts, managers and senior leaders.
5. To take notes at meetings where required and type these up.

### **Training**

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 provide operational support to the Head of HR and HR Business Partner with TUPE, re-structures, redundancy and changes to terms and conditions of employment where required. .

### **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 monitor analyse and utilise regular reports on key workforce performance 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 Head of HR, HR Business Partner, HR Contacts, managers and senior leaders on areas for action.
3. To be proactive in improving the performance of HR operations with external stakeholders e.g. Apprenticeship Providers, Occupational Health, Payroll, identifying and monitoring performance measures and escalating performance issues to the HR Business Partner as appropriate.

4. To continually explore innovative and more effective and efficient ways of working in terms of HR processes. Support the Head of HR and HR Business Partner, as well as independently reviewing, developing and implementing stronger and improved systems and procedures.
5. To support in the review, writing, implementation and evaluation of HR policies.

**General Duties:**

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- 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.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.