

## HR Advisor Central Trust

### Job Description

<b>Reporting to</b>	Head of HR
<b>Grade</b>	6

#### **Job Purpose**

To lead on employee relation matters and support HR colleagues as and when required.

#### **Key Accountabilities**

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

#### **Main Duties and Responsibilities**

- Establishing an excellent communication channel with managers, to ensure an efficient and effective HR service;
- Deputising for HR Manager;
- Leading on ER issues;
- Overseeing the absence management process;
- Advising on HR practices e.g. flexible working, maternity and paternity;
- Attending ER and management meetings as required;
- Carrying out investigations e.g. disciplinary, grievance;
- Acting as first point of escalation for safeguarding and statutory checks;
- Issuing letters to employees e.g. changes to terms and conditions, pay increases;
- Developing training material for Line Managers on good practice and soft/people skills;
- Aiding Head of HR in reviewing and updating policies and procedures;
- Directing the annual census;
- Assisting the Head of HR in producing reports and statistics, highlighting trends and making recommendations;
- Supporting recruitment and payroll processes;
- Carrying out exit interviews;
- Attending relevant training, fairs and exhibitions;
- Promoting The Trust's brand through consistency and professionalism.

#### **General**

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

### Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

### Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

### Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

## Person Specification

Criteria	Essential	Desirable
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience within the last 2 years of advising managers on employee relation matters;</li> <li>• Experience within the last 2 years of advising in ER meetings;</li> <li>• Holds minimum CIPD Level 5 qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a centralised HR department/multi-site organisation;</li> <li>• Practise within the education sector;</li> <li>• Recent experience within a vetted industry;</li> <li>• Payroll experience with exposure to graded pay scales;</li> <li>• Working towards CIPD level 7 qualification.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong employment law knowledge;</li> <li>• Ability to manage projects and tasks of varying demand simultaneously;</li> <li>• Excellent oral and written skills;</li> <li>• Ability to communicate at all levels;</li> <li>• Proficient IT skills, including MS applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of trade union recognition in relation to HR policy and process;</li> <li>• Knowledge of education specific regulations.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional and adaptable manner;</li> <li>• Highly organised with a keen eye for detail;</li> <li>• Flexible approach with willingness to travel to all sites.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to converse in a community language.</li> </ul>