

Job Description

Job Title: HR Advisor

Location: Inspiration Trust Central Services (Hewett Academy)

Closing date: [date]

Job title	HR Advisor
Salary Scale	Scale H/I
Hours of Work	37 hours per week
Weeks Worked	52 weeks per year
Responsible to	Head of HR
Location	Hewett Academy

MAIN PURPOSE OF ROLE

To provide day to day HR support across Inspiration Trust Academies as part of the HR function. Our HR Advisors develop, advise on and implement policies relating to the effective use of personnel within an organisation.

Their aim is to ensure that Academies employ the right balance of staff in terms of skills and experience, and that training and development opportunities are available to employees to enhance their performance and achieve the employer's business aims. Support is given to each Academy with employee relation cases, capability issues, work practices, pay and conditions of employment, analysis of data/dashboards and equality and diversity in accordance with statutory obligations and best practice.

External contacts include: Payroll providers, occupational health providers and union representatives.

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Head of HR.
- Direct liaison with Principal's Personal Assistant's (PA's) and other staff within the Trust Academies

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

An HR Advisor must have a clear understanding of their Academies objectives and be able to devise and implement policies which select, develop and retain the right staff needed to meet these objectives.

HR professionals not only deal with staff welfare and administration-centred activities, but also strategy and planning. The HR Advisor is expected to add value to the organisation they support. Normal duties include:

- Working closely with Academies in a support role, assisting line managers to understand and implement policies and procedures;
- Promoting equality and diversity as part of the culture of the Trust;
- Liaising with a wide range of people involved in policy areas such as staff performance, safeguarding and health and safety;
- Coordinating and supporting Academy recruitment, developing job descriptions and person specifications, preparing job adverts, checking application forms,

assisting with shortlisting, support at interviews and employment and DBS checks;

- Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- Preparing and supporting on staff inductions;
- Advising on pay and other remuneration issues, including promotion and benefits;
- Supporting Academies with annual salary reviews;
- Negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions;
- Amendments and changes to payroll and maintaining employee records;
- Interpreting and advising on employment law;
- Assisting with preparations for disciplinary and grievance hearing and supporting line management in accordance with these Policies
- Providing advice in relation to employee performance,
- Analysis of absence monitoring, advising and supporting managers with absence management;
- Providing advice on maternity, paternity and adoption leave, supporting with processes and return to work;
- Providing advice on flexible working requirements;
- Developing with line managers HR planning strategies on establishment increases
- Planning, and sometimes delivering, training - including inductions for new staff;
- Analysing training needs in conjunction with departmental managers;
- Support the implementation and development of the Safeguarding Policy and maintaining an up to date schedule of training;
- Reviewing and development relevant Trust policies and procedures,
- Providing confidential ad hoc advice and assistance to Trust employees
- Assisting Academies to update Single Central Record system of DBS data
- Ensuring data for payroll on starters, leavers and change documents are entered on payroll and HR database systems correctly
- Monitor fixed term and temporary contracts
- Support Academies to conduct exit interviews
- Providing general administrative support through all HR functions
- Developing and implementing salary sacrifice schemes
- Contribute to the maintenance of workforce data for census;

Other duties

- Lead on designated projects
- Assist with HR Projects
- Contribute to the development of the HR function
- Attend and contribute to HR meetings
- To have a duty of care to yourself and others
- To actively promote the Trust's Equality & Diversity Policy, encouraging staff awareness and participation in all areas.
- To actively promote the Trust's Safeguarding Policy and be aware of your responsibilities to report concerns.

- Adhere to the Trust's Data Protection Policy and Procedure and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

- To carry out duties pertinent to the scope of the post as directed by the HR Manager.

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 1998 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

Inspiration Trust is an Equal Opportunities employer and all roles are outlined in accordance with the Trust's Equal Opportunities Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and task, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974

(exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications		
Fully CIPD qualified to level 5 - (working toward full qualification with relevant experience)	x	
Degree or equivalent level of education	x	
Good numeracy and literacy	x	
Experience		
At least three years experience of working in a generalist HR environment	x	
Experience of casework including capability, disciplinary and grievance	x	
Experience of supporting managers across a variety of departments at different levels in all aspect of HR.	x	
Experience of change management	x	
Experience of producing and delivering training	x	
Report writing	x	
Experience of working with DBS/Safeguarding protocols	x	
Knowledge of HR in education sector		x
Payroll experience		x
Professional Skills and Attributes		
Organised and methodical approach to administration and record keeping	x	

Planning and control	x	
Solution focused	x	
Excellent IT skills	x	
Passion for learning and development		x
Knowledge and Understanding		
Understanding and practical knowledge of employment law and employer best practice	x	
Knowledge and understanding of teachers terms and conditions of employment		x
Knowledge and use of HR Database		x
Policy work	x	
Understanding of confidentiality	x	
Ability to manipulate data and produce meaningful reports	x	
Communication and Influencing		
Team working and personal impact	x	
Strong interpersonal skills and relationship management	x	
Managing the customer relationship	x	

Professional Skills and Attributes		