



# **HR Advisor**

**20-25 hours per week**

**£11869 (20 hours)**

**£14837 (25 hours)**

**Term Time**

**Required  
ASAP**

## ***Contents***

Page	Item
3	A word from the Director of Operations
4-5	Information about our Trust
6	The Selection Process
7	Joining South Pennine Academies
8-10	Job Description
11-12	Person Specification

Dear Potential Colleague

Thank you for expressing an interest in this post.

We are looking for an individual who possesses special qualities, who will assist the HR Manager in leading the Human Resources function across our Trust, assisting in driving the effectiveness of HR strategy, policies and procedures across our Academies.

You and the HR Manager, also currently being recruited, will work closely to develop an approachable, efficient and effective HR service to all of our Academies and Pre-Schools.

If you are the person we seek, you will be able to demonstrate the following skills and abilities:

- Current competence and HR expertise at a HR Administrator/Advisor level
- Ability to manage a varied HR caseload which will require excellent organisational skills
- A strong belief in the importance of motivating and developing staff at all levels.
- High levels of personal confidence.
- Outstanding communication skills; both in speech and in writing.

If you think that you may be the right candidate for this exciting new role, then we look forward to receiving your application.

If you would like to discuss the role in more detail, then please do not hesitate to contact me on 01484 503110.

Yours faithfully

Roz Batley  
Director of Operations

**South Pennine Academies**

South Pennine Academies works in partnership to raise levels of attainment and aspirations of all students. South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in our Trust.

The key to our Academies' success is a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

## **The Trust**

### **Vision**

- To develop a group of closely partnered academies
- To ensure all academies are world class Centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

### **Values**

South Pennine Academies believes in school improvement through a partnership model. This brings drive, expertise and capacity to the school improvement agenda. We recognise and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

### **Key Priorities**

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community



## THE SELECTION PROCESS

### How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **HR Advisor** then you should;

- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Submit your application by **9am Monday 19<sup>th</sup> March 2018** to Natalie Allan, HR Manager, [natalie.allan@southpennineacademies.org](mailto:natalie.allan@southpennineacademies.org)

### Time table for the selection process

- Closing date for applications: **9am Monday 19<sup>th</sup> March 2018**
- Interview Day: **Monday 26<sup>th</sup> March or Tuesday 27<sup>th</sup> March 2018**

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Joining South Pennine Academies

- The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers Pension Scheme or the Local Government Pension Scheme.
- **Child Care Vouchers** – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.



**Scale:** NJC Grade 9/10 (scp 30-36)  
£11,869 - £14,454 (20 hours)  
£14,837 - £18,067 (25 hours)  
£25,951 - £31,601 – fulltime equivalent salary

**Contract:**

20-25 hours per week  
Days negotiable on appointment  
Term time

**Purpose of the post**

- The post holder is responsible for assisting the HR Manager with the delivery of the employee relations service to principals/managers and other staff within the Trust.
- To develop a comprehensive understanding of the operational HR caseload as well as a sound knowledge of terms of conditions of employment.
- To advise on and implement policies relating to the effective use of HR within the Trust, such as absence management, working practices, recruitment and pay and conditions of employment.
- To support recruitment across the Trust
- To build effective working relationships with managers and to build credibility quickly.

**Key Areas**

- Support and advise managers across the Trust on terms and conditions of employment, Trust policies and procedures including absence management, flexible working, maternity, organisational change, recruitment and disciplinary.
- Advise staff on terms and conditions policies and procedures, including maternity and paternity leave, grievances, pay and any other issues which affect their employment with the Trust.
- Work closely with the HR manager on employee relation cases seeking their support and advice when needed
- To support academy based staff with Safer Recruitment procedures in line with Trust policies.
- Deliver awareness sessions to managers and their teams on specific HR initiatives as directed.
- To carry out project work as directed by the HR Manager.
- Coordinate the Absence Management Policy and maintain the absence triggers for the Trust, reporting outcomes to the HR Manager and Principals/managers.
- Work with the HR Manager to develop policies and procedures in line with legislation, terms and conditions of service and best practice.
- To support the HR Manager with relevant forms and systems demonstrating discretion, diplomacy and confidentiality at all times. Manage, store, use and



maintain 'personal data' and 'sensitive personal data' in compliance with GDPR and notify any concerns over potential breach of this with recommendations for action to ensure compliance.

- Updating manual and computerised HR recording systems and provide reports and analysis of information when required.
- To keep up to date with employment law changes and to be responsible for informing the team in meetings of these changes under the guidance of the HR Manager.
- Actively contribute to the efficient running of the HR function assisting the HR Manager with ad hoc assignments where necessary and pro-actively work on HR initiatives.
- To keep a record of policy review dates and timelines if necessary.
- To contribute to increasing awareness of disability and equality in the workplace at all times.
- To fulfill any other duties and responsibilities as required from time to time that is reasonable and commensurate with this role.

### **General**

The post holder must, ensure full commitment to the Trust, vision, values and key priorities.

The above list is not exclusive or exhaustive, and the Trust may require the job holder to undertake duties commensurate with the level of the role.

The post will be based at Pennine House in Huddersfield, however will be expected to regularly attend meetings at and work from our other Academies and organisations located in Dewsbury, Oldham and Halifax. The post will be categorised as an essential car user, payment for this will be based on estimated mileage and will be reviewed annually.

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

You are expected to carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through academy communications.

**Disclosure Level:**      **Enhanced**

**Responsible to:**      **HR Manager**

## Human Resources Advisor Person Specification

E = Essential D = Desirable

<b>1</b>	<b>Aptitudes:</b>	
1.1	To communicate effectively with staff at all levels within the Trust	E
1.2	To work under pressure	E
1.3	To take initiative and work independently	E
1.4	To organise and develop effective systems	E
1.5	To prioritise and plan to ensure completion of tasks	E
1.6	To work to high levels of accuracy and confidentiality	E
<b>2</b>	<b>Characteristics</b>	
2.1	Self-motivated and hard working	E
2.2	Sense of humour and optimism	E
2.3	Willingness to be flexible and work to meet the best interest of the Trust	E
2.4	Open, honest and approachable	E
2.5	Empathy	E
2.6	Innovative and creative	E
<b>3</b>	<b>Skills</b>	
3.1	Highly skilled communicator able to build and maintain strong relationships	E
3.2	A flexible team player,	E
3.3	Ability to use initiative and provide pro-active and pragmatic solutions to issues	E
3.4	Ability to manage and prioritise a diverse workload	E
3.5	Excellent attention to detail, written and verbal communication	E
3.6	Strong ICT skills including word processing and spreadsheet knowledge	E

<b>4</b>	<b>Qualifications and Experience</b>	
4.1	CIPD qualified or part qualified	E
4.2	Good Level of understanding of employment law	E
4.3	Knowledge of safeguarding and safer recruitment procedures	D
4.4	Previous experience as an HR Advisor	D
4.5	Experience of working in an educational setting	D
4.6	Full, clean, driving Licence	E