JOB DESCRIPTION

Post Title: Human Resources Advisor

Salary Grade: Grade 5

Working Hours: Full time, 37 hours per week

Responsible to: HR Manager

Key Purpose of Job

To provide a responsive and effective HR service to managers and employees within New College Durham Academies Trust.

Key Duties

- Delivery of a first line HR advisory service to managers and employees including providing up to date and informed HR guidance and support on HR policies, processes and systems
- Provide advice and guidance to help leaders manage and resolve employee relations cases ensuring compliance with HR policies, employment legislation and best practice
- Support high-levels of staff attendance by ensuring absence is effectively recorded and monitored and that the attendance management policies and processes are consistently applied in a timely manner
- Support with organisational development and change programmes as required, including preparing documentation and supporting information sharing and consultation processes
- Provide a responsive and effective recruitment service to meet the staffing needs of the Academies and which robustly incorporates safer recruitment principles
- Ensure all pre-employment checks are undertaken for new staff including DBS, employment references, qualifications, right to work checks and health clearance
- Support the onboarding and induction processes for new staff ensuring they are effectively welcomed and inducted into the Trust
- Maintain and monitor compliance of the Single Central Record and contribute to effective safeguarding processes
- Assist with end-to-end employee lifecycle processes including contractual letters, resignation acceptances, retirements and end of contract letters

- Support and advise on leave processes including all types of parental leave, leave of absence and annual leave

- Support monthly payroll processes including ensuring payroll changes are actioned on the HR system

- Evaluate job descriptions using the job evaluation system and provide advice and guidance on pay to ensure a consistent and fair approach

- Maintain the HR system to include changes to employee records, including but not limited to contractual changes, starters, leavers and absence

- Monitor the HR system for accuracy and support its ongoing development

- Contribute to the development and implementation of HR policies and procedures

- Undertake ad hoc projects and carry out any other duties as requested by HR, managers, or directors.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham Academies Trust, it must be accepted that as the Academy's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Equality and Diversity

The Academy is committed to equality and diversity for all members of society. The Academy will act to discharge this responsibility, but many of the actions will rely on individual staff members embracing their responsibilities with commitment, and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the Academy's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors, with an all-inclusive approach that celebrates differences.

Safeguarding Notice

New College Durham Academies Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Person Specification

	CRITERIA	Essential / Desirable			How assessed
		E	D		
A	**Qualifications and Training**				
1	Working towards or having completed Level 5 HR qualification e.g. CIPD qualified	**E**			A
2	Good general education including well developed numeracy and literacy skills	**E**			A, I
3	Evidence of Continuous Professional Development	**E**			A, I, R
B	**Knowledge, Skills and Experience**				
4	Evidence of recent experience working in a relevant HR role including involvement in recruitment, advising on HR policy and employee relations case work	**E**			A, I
5	Experience of working in the education or local government sector		**D**		A, I, R
6	Thorough and up to date understanding of current HR recommended practice, employment legislation and case law	**E**			A, I
7	Experience and knowledge of safer recruitment legislation and safeguarding practices		**D**		A, I, R
8	Knowledge of teaching and support staff terms and conditions of service		**D**		A, I, R
9	Excellent written and verbal communication and presentation skills	**E**			A, I, R
10	Competent in the use of office software packages including Word, Outlook, Excel and PowerPoint, and other IT systems	**E**			A, I, R
11	Excellent attention to detail and ability to produce accurate records and reports as required	**E**			A, I, R
12	Ability to show sensitivity and objectivity in dealing with confidential issues	**E**			A, I, R
13	Excellent organisational skills, ability to prioritise, manage workload proactively and work under pressure	**E**			A, I, R
14	Excellent interpersonal skills including the ability to persuade and establish credibility with staff at all levels of the organisation	**E**			A, I, R

15	Ability to interpret policies, terms and conditions and analyse situations	**E**			I
16	Ability to ensure that the highest standards of quality and customer care are achieved	**E**			A, I, R
17	An understanding of the key issues facing schools and academies		**D**		I
E	**Personal Qualities and Attributes**				
18	A committed team ethos and flexible and collaborative approach to work	**E**			I
19	Ability to work flexibly and outside Trust hours if the need arises	**E**			I
20	Ability to travel to schools within the Trust as required	**E**			I
21	Commitment to the highest standards of child protection, understanding of safeguarding responsibilities	**E**			I
22	Commitment to equal opportunities	**E**			I
23	Ability to handle both sensitive issues and workforce conflict	**E**			I, R

A **Application form** **I** **Interview and assessment tasks** **R** **References**