

HR Advisor (Leeds)

Salary / grade range	Salary: £32,909 – £34,723 (Grade SO2, SCPs 26-28) 37 hours per week (whole year)
Location	Co-op Academy Leeds
Reports to	Headteacher (with 'dotted line' to Regional HR Manager)
Responsible for	HR Administrator

Purpose of role:

You will provide operational HR support for Co-op Academy Leeds, being the first point of contact for colleagues and manager queries on HR matters. You will also provide support to the Regional HR Manager, as required.

Post holders will also work as part of a wider Trust HR team, to support activity as and when required.

Key accountabilities (and specific duties / responsibilities):

HR Policy

- First point of call for queries and advice on all HR matters, policies / terms and conditions from Academy colleagues and managers, ensuring good practice and compliance in-line with policy and legislation;
- Ensuring the most up to date version of Trust HR policies and procedures are being followed, within the Academy, providing practical support to implement (e.g. coaching managers or delivering briefing sessions);
- Safeguard & promote the welfare of pupils/students through your own actions and effective management of staff resources; implementing policies & procedures, in-line with local & national protocols and statutory requirements relating to safeguarding;
- Support with on-site staff and Trade Union communications.

Absence management

- Ensuring that accurate absence records are kept, monitoring against absence indicators, and action is taken by line managers where appropriate;



- Maintaining contact with colleagues on long term sick, making occupational health referrals, and arrangements for phased returns;
- Arranging and holding absence management meetings, including note taking & letter production, in-line with Trust's Supporting Attendance procedures;
- Undertake stress risk assessments & support action planning;
- Support with staff wellbeing activities within the academy.

Other case work

- Employee relations case work, including grievance, disciplinary, (Inc. safeguarding), absence, capability/performance, (with support of the Regional HR Manager on the more complex matters) which may include organising hearings & case papers, note taking, drafting & issuing letters, occasionally conducting investigations, advising investigating officers / managers / panels at meetings / hearings;
- Work & Families - Supporting processes (e.g. maternity, paternity, parental, family friendly etc) and providing advice to managers and employees;
- Undertake risk assessments e.g. pregnancy / maternity.

Recruitment

- Advising on recruitment to "add value" and improve processes, including management of any HR matters arising; This may include collation/review/analysis of equalities (and other) data.
- Ensure adherence to the Trust's Safer Recruitment policy; all pre-employment checks take place and the Single Central Record is accurate and maintained at all times (including issuing of offers/contacts etc);
- Writing adverts, job descriptions, person specifications and posting them on relevant sites;
- Recruitment administration up to & including interview day. Participating in interview panels (as required);
- Ensuring that the formal induction, probation and on-boarding processes for new colleagues are followed/effective.
- Issuing offer letters, contracts, pre-employment checks and ensuring adherence to the Trust's Safer Recruitment Policy.

Other HR activity

- Line management responsibility for one HR administrator, including the completion of performance management;
- Liaise with payroll/finance colleagues to ensure that payments/adjustments are processed correctly (i.e. new starters, contractual variations, leavers, family friendly variations)
- Issuing, collating and on occasion completion of exit questionnaires/interviews, taking appropriate action where required;



- Providing timely and accurate HR information to the Headteacher, Business Leader, Regional HR Manager and Governors, as appropriate, to enable them to fulfil their responsibilities;
- Attend and participate in training events, partake in ad hoc HR project work and assist with HR Audits, Ofsted Audits, or any management information analysis required;
- Undertaking specific responsibilities in relation to a particular academy, as appropriate e.g. attending SLT meetings, chairing academy wellbeing committee, preparing HR related communications to academy staff;
- Continually work to improve and streamline HR processes and systems and put forward suitable recommendations in an effort to continually improve the HR service;
- Working as part of the wider Trust HR team, working to support Trust HR plan and/or develop a particular area of work trust-wide; supporting hearings in other Hubs

General

- Attend and participate in training events and ad hoc project work as required;
- Take responsibility for health and safety issues relating to area of responsibility;
- Comply with policies and procedures relating to safeguarding, child protection, health & safety, security and confidentiality, reporting any concerns;
- To carry out any other reasonable duties, as required.

Personal attributes required (based on job description):

Attributes	All attributes are essential , unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none">• CIPD qualified (or equivalent)/working towards completion;		A
Experience <ul style="list-style-type: none">• Experience of working in HR in a school setting, can demonstrate a good understanding of	Desirable	A/I



<p>teachers' and support staff terms and conditions;</p> <ul style="list-style-type: none"> • The ability to demonstrate an empathy with schools' issues; • Able to evidence experience of working at the relevant level, including responsibility for organising recruitment, absence management, advising on HR policy, and relevant employee relations case work; • Understanding of relevant policy, procedure, employment law and good practice in relation to schools HR, along with the ability to assess implications and articulate risk • Knowledge & experience of job evaluation, grading & equal pay issues would be an advantage 	Desirable	<p>I</p> <p>A/I</p> <p>A/I</p> <p>A</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • A confident, resilient, self-managing approach to work, able to use initiative, independently plan and prioritise work to deliver on time and to a high standard in a fast paced environment; • A “people person”; able to build strong working relationships with, and influence others; • Excellent written/verbal communication and interpersonal skills; • Able to coach leaders, with appropriate challenge; • High level of IT literacy (including G Suite, HR & Education information systems); • Attention to detail. 		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Good Team player; • Takes a solution based approach to problems; • A role model; understands and committed to and models the Co-operative values / Ways of Being Co-op; 		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



<ul style="list-style-type: none">• Committed to undertaking continuous professional development.• Ability and willingness to work flexibly and respond to change on a daily basis (including working outside normal hours of work, on occasions, and in different Trust locations)	A/I
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This post is subject to an enhanced DBS check. Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes roles will naturally evolve. Job Descriptions will be reviewed with jobholders and updated periodically to reflect this.