



JOB DESCRIPTION

Oldham College

Job Title:	Human Resources Advisor		
Department:	Human Resources	Job Ref:	
Grade:	SS6 – S01-2	Position Type:	Support
Responsible to:	HR Manager	Responsible for:	NA

Job Description

Main Purpose of Role

As an HR Advisor at Oldham College, you will provide generalist operational HR support to our managers throughout the entire employee lifecycle. You will coach, advise and support team leaders and managers in the implementation of HR policies and procedures and good people management and development practice.

You will be the first point of contact for line managers in regard to a variety of HR queries. This could involve recruitment, onboarding, discipline, grievance, performance management, development, absence and employee relations issues.

You will provide consistent and appropriate advice on interpretation and implementation of terms and conditions of service and policies, taking advice from senior colleagues when necessary.

Main Duties and Responsibilities

- Advise and provide guidance to line-managers and senior managers on individual/collective cases relating to recruitment & selection, development, absence management, family friendly procedures, disciplinary, grievance, performance and dismissal to meet business needs and help to raise standards of performance and reduce risk to the organisation.
- Proactively work with designated Faculty / Department Heads to understand their business plans and the HR implications and to support them to implement appropriate responses.
- Lead the management of HR casework in line with current employment legislation and assess options for resolution and minimising risk.
- Have thematic lead responsibility for Recruitment or Equality and Diversity, assist with the development and delivery of strategy and manage specific projects and activities.
- Support the implementation, maintenance, and execution of performance management processes so individuals and teams continuously improve.
- Analyse and manage data to deliver reports, management information and presentations on areas such as workforce turnover, headcount and KPI's.
- Respond to day-to-day queries on HR policies and procedures and be the first line support and coaching line managers on operational queries.
- Manage the recruitment process including advising managers on hiring processes, arranging interviews and onboarding.

- Support transformation projects and deliver key project management initiatives & planning.
- Work with the Director of HR and OD and the HR Manager to ensure policies and procedures are aligned to business needs and updated in line with legislation.
- Manage or participate in specific HR projects and initiatives as required and take responsibility for new activities which fall broadly in the purpose of the role.
- Proactively identify and implement efficiencies in processes and procedures, including supporting the development and implementation of HR Systems as required.
- Support the delivery of the People Strategy and the HR Operational Plan, in order to meet the strategic HR objectives.
- Keep up to date with developments in employment legislation and human resources and organisational development best practice, knowledge sharing within the team to ensure continuous development and improvement in the service offered.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The postholder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Kyle Stuart, HR Manager	Date:	9 th August 2023
Reviewed By:	Josie Norbury, Director of HR & OD	Date:	9 th August 2023
Reviewed By:	Lee Bowers, Recruitment Specialist	Date:	9 th August 2023

PERSON SPECIFICATION
POST: Human Resources Advisor

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care-oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short listing criteria, all other criteria will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	<u>Evidence Required</u>
DESIRABLE:	
Higher degree or equivalent professional qualifications.	*
CIPD Level 5, or willingness to work towards	*
ESSENTIAL:	
GCSE Maths and English grade C or above	*
Evidence of continuing professional development	*
<u>Skills, Knowledge & Experience</u>	
ESSENTIAL:	
Considerable experience supporting managers with employment relations issues and case management e.g., absence, grievance, disciplinary, performance management etc.	*
Sound knowledge and application of UK employment law and HR best practice	*
Experience working with online HRIS, preferably iTrent	*
Excellent communication and presentation skills (verbal and written)	*
Proficient IT skills in Word, Excel, Outlook and preferably iTrent	*
Ability to demonstrate negotiation and influencing	*
Significant experience of advising, guiding, and coaching line managers in people management and HR procedures	
Able to make legally and commercially sound decisions, to manage and mitigate risk to the College	
Logical, organised with a strong attention to detail and quality, with a process mind-set	
Experience of supporting change projects	

<u>Attitude & Motivation</u>	
Flexible to the changing demands of a busy HR Department	
Reliable and hardworking	
Able to work on own initiative	
Teamwork/Collaboration	
Working to deadlines	