**Ivybridge Community College**

**Job Description**

**Post Title:** HR Advisor

**Location:** Across the Trust (based at Ivybridge Community College currently)

**Reports to:** HR Business Partner and HR Director

(The HR Officer will also work closely with, and be accountable to the College Principal)

**Grade:**  Dependent on experience

(Devon Legacy Pay Scales, Grade F, scp 23-28)

**Hours:** 37 hours a week, 52 weeks per year: Monday to Friday

**Responsible for**: Day-to-day supervision of the HR Administrator

**Job Purpose**

Reporting on a day-to-day basis to the HR Business Partner, the HR Advisor provides a high quality, competitive, commercially aware and cost effective HR advisory and support service across the Trust, contributing to the continuous improvement of people related practices, which support the delivery of Trust strategic aims.

Acting as a first point of contact for enquiries, the HR Advisor will signpost managers to appropriate operational HR policies and procedures and provide best practice and professional advice and support on a broad range of employee relations matters.

Individuals in this role are strong team players, with the ability to think clearly and give concise advice when under pressure, resolving problems independently and demonstrating professional practice excellence to meet the changing demands of the role.

**Duties and responsibilities**

**Main Duties:**

1. Work alongside and with oversight from the HR Business Partner providing advice and support on a broad range of employee relations matters including sickness absence, flexible working requests, conduct, performance, grievance, TUPE, pay and grading, redundancy and redeployment; helping to ensure timely progression of queries and cases in line with Trust policies, employment legislation and best practice guidance.
2. Maintain a solutions-focussed, flexible, creative approach to the provision of employee relations advice and guidance.
3. Support the HR Business Partner to introduce and embed HR policies and practice so that they become part of the way of working at WeST and assist in the design and/or delivery of HR training.
4. Ensure that HR guidance and advice at all times reflects and reinforces employment law, good practice, customer care and the provision of a high-quality service.
5. Advise and support managers through informal and formal employee relations processes and at formal meetings and hearings as appropriate.
6. Plan and organise employee relations hearings and appeals ensuring that they are held in a timely, efficient and effective manner.
7. Participate in and/or assist with projects and policy work as appropriate, taking responsibility for discrete pieces of work or specific policies.
8. Assist in the design and/or delivery of HR training.
9. Provide data and reports from HR or other systems.
10. Provide a point of expertise for recruitment and selection ensuring adherence to legislation, best practice and Trust policies.
11. Work in liaison with the Creative Administrator (website), to ensure Recruitment pages are maintained.
12. Maintain own continuing professional development, keeping up to date with legal and HR developments.
13. Promote effective, open and honest working relationships with all colleagues, internal and external to the team, College and Trust, to promote an effective employee relations environment within the College and Trust.
14. Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded.
15. Be familiar with and actively promote the Safeguarding Policies of the Trust, completing all essential/mandatory training in this area.
16. Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.
17. Support less experienced or newly appointed colleagues to ensure an appropriate quality of service delivery.
18. Support the operational and strategic development of the College and Trust HR Service where appropriate by identifying opportunities for continuing improvement.

**General**

1. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
2. To maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
3. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

**PERSON SPECIFICATION E = Essential, D = Desirable**

|  |  |  |  |
| --- | --- | --- | --- |
| Method of Assessment  The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | Essential or Desirable | Application Form | Interview (or other selection activity) |
| **Qualifications:** |  |  |  |
| Active CIPD membership (Associate or above) | E | X |  |
| Educated to degree level or equivalent experience | E | X |  |
| CIPD Level 5 (minimum) or significant and demonstrably equivalent experience | E | X |  |
| **Experience:** |  |  |  |
| Significant HR experience in an advisory capacity | E | X | X |
| Adopting a solutions-focussed, flexible, creative approach to the provision of employee relations advice and guidance | E | X | X |
| Managing a broad range of employee relations cases and managing a caseload | E | X | X |
| Contributing to the development of HR policy and practice improvements | E | X | X |
| Working with managers to enhance their employee relations practice | E | X | X |
| Advising and supporting on Safeguarding issues | D | X | X |
| Design and delivery of people management training sessions | D | X | X |
| Working in a HR function in a unionised environment and working in partnership with employee representatives | D | X | X |
| **Knowledge, Skills and Abilities:** |  |  |  |
| Detailed and up to date knowledge of employment law, case law, and good employment practice and their pragmatic application. | E | X | X |
| Working effectively and inclusively to achieve a shared agenda with colleagues, customers and stakeholders | E | X | X |
| Confidence to be assertive particularly in contentious situations | E | X | X |
| High standard of verbal communication, able to convey ideas and advise clearly and concisely to a range of stakeholders | E | X | X |
| Excellent interpersonal skills with the ability to develop successful working relationships and to deal with a range of sensitive and / or contentious situations | E | X | X |
| High standard of written communication, able to write fluently and concisely in an informative manner with a high level of attention to detail e.g. letters, reports | E | X | X |
| Familiarity with HR systems or other management reporting systems | E | X | X |
| Knowledge of current and emerging trends in HR | E | X | X |
| Good time management skills, together with a methodical and organised approach to work | E | X | X |
| Strong customer-oriented approach and awareness of business contexts | E | X | X |
| Self-motivated and self-aware, recognises own strengths and weaknesses and is committed to personal development | E |  | X |
| Working in a large and diverse organisation | D | X | X |
| Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications | D | X | X |
| **Further Requirements:** |  |  |  |
| Commitment to Equality and Diversity including awareness of relevant legislation | E |  | X |
| Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults | E |  | X |