



## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **SENIOR HR ADVISER**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE**

To create outstanding organisations that promote educational excellence, character development and service to communities.

##### **JOB SUMMARY**

1. Provide an exceptional HR advisory and support service to Principals, School based HR teams and Senior Leadership Teams.
2. Effectively manage a complex HR caseload to achieve efficient and positive outcomes to issues arising.
3. Manage and co-ordinate all generalist HR matters ensuring compliance with all statutory requirements and the Trust's systems of operations.
4. Gather and utilise HR management information (M.I.) to enable effective performance measurement and targeting of resources.
5. Effectively support Trust schools with organisational change and TUPE transfers, leading on the HR aspects.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1. Human Resources Support Service**

- 1.1 Provide a telephone and face-to-face HR support service within agreed performance SLAs.
- 1.2 Develop supporting documents and templates covering regular HR functions including policies, letter templates and pro forma's.

###### **2. Employee Relations**

- 2.1 Support and liaise with Trust leaders to effectively manage Employee Relations issues that arise relating to discipline, grievance, attendance and performance management matters.
- 2.2 Assist with cases that require input from the Trust's outsourced legal services provider and liaise with them to ensure all cases are dealt with promptly and resolved satisfactorily.
- 2.3 Support schools to effectively manage their local Joint Consultative Committees and maintain a harmonious ER environment.
- 2.4 Engage with Trade Union meetings and provide administration support to key HR meetings and activities as required.

### **3. Change Management**

- 3.1 Provide expert HR knowledge and lead on project management to support any change management situations that arise, particularly in relation to Academy transfers into the Trust, including but not limited to restructure, redundancies and TUPE.
- 3.2 Successfully manage TUPE transfers and restructures within their areas of responsibility.

### **4. Human Resources Management Information Systems**

- 4.1 Be responsible for inputting HR data and information in line with Trust requirements to identify trends and enable effective targeting of resources.
- 4.2 Support and develop common reporting processes that keep Senior Leaders, Trustees and Governors informed on performance indicators such as absence, turnover, performance appraisal, reward and tracking of ER issues.
- 4.3 Work in partnership with school finance teams to provide support on any payroll related HR issues.

### **5. Schools HR Audit**

- 5.1 Contribute to the HR Audit process and ensure that it provides clear information on HR strengths and areas for development in our schools.
- 5.2 Complete RAG reporting to monitor HR activity and take a proactive approach to the introduction of new and HR initiatives where key trends are identified.
- 5.3 Provide ongoing coaching and support to Trust leaders to support them to make the required changes always aspiring to achieve a best practice outcome.

### **6. Performance**

- 6.1 Support and liaise with Trust leaders to ensure the implementation and tracking of performance processes effectively and in a timely fashion.
- 6.2 Ensure performance processes and their delivery support overall school improvement and specifically improvements in teaching and learning within the region.

### **7. Pay and Reward**

- 7.1 Contribute to the implementation of new pay and reward schemes including job evaluation and equal pay where this is needed to ensure parity across the Trust and to meet statutory requirements.

### **8. Policies and Procedures**

- 8.1 Support the review and update of all HR policies.
- 8.2 Act as the guardian of Trust HR policies and procedures within the region and ensure these are being followed consistently and to a high standard.

## **9. HR Communication and Training**

- 9.1 Contribute to the development and delivery of an annual face-to-face and online training programme for schools across all generalist HR areas to include but not be limited to Discipline and Grievance; Sickness Absence Management; Performance Management and Appraisal; HR Policies and Procedures etc.
- 9.2 Contribute to written and electronic HR communication across the Trust to provide regular updates on statutory changes and trends in HR.

## **10. Outsourced Services**

- 10.1 Effectively utilise the outsourced HR services engaged by the Trust (e.g. Occupational Health, Simply Health, and other Employee Benefits) to achieve best value for money.
- 10.2 Feedback directly to providers regarding both positive and negative aspects of the services provided escalating to the HR Business Partner where required to ensure high levels of performance are achieved.

## **11. Employee Wellbeing & Engagement**

- 11.1 Support the implementation of the Trust's Wellbeing Policy and the delivery of the Annual Employee Engagement Survey and support health and wellbeing and employee engagement initiatives across the Trust.

## **12. Safeguarding**

- 12.1 Provide advice and guidance on robust procedures for DBS, and identity checking for all staff, volunteers and governors liaising closely with the HR Resourcing, Systems and Projects Teams where required.
- 12.2 Provide guidance and supervision to Trust regional establishments to create and maintain confidential single central registers that meet the required OFSTED standards bearing in mind the DBS code of practice and the Rehabilitation of Offenders Act.

## **13. Other Responsibilities**

- 13.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 13.2 Champion the Trust's values of 'Service, Teamwork, Ambition and Respect'.
- 13.3 Contribute to the wider life of the Trust and the Star community.
- 13.4 Carry out any such duties as may be reasonably required by the Trust.

## **14. Records Management**

- 14.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with the Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Contract'*



Star

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### PERSON SPECIFICATION

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	CIPD qualified, or a degree level qualification.	E	✓	
<b>EXPERIENCE</b>				
2.	Significant experience of providing complex employee relations/generalist HR advice and guidance to Senior Leaders.	E	✓	✓
3.	Extensive experience of managing a significant caseload of HR cases from start to finish achieving successful outcomes.	E	✓	✓
4.	Experience of implementing effective HR systems and procedures.	E	✓	✓
5.	Experience of developing positive and effective working relationships with Trade Unions	E	✓	✓
6.	Experience of leading on organisational change management/restructuring activities and/or leading on TUPE within a unionised environment.	E	✓	✓
7.	Experience of providing HR advice and guidance within an educational setting, ideally schools.	D	✓	✓
8.	Experience of working across multiple sites.	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	In-depth expert knowledge of current HR legislation.	E	✓	✓
10.	Strong IT Skills and experience in the use of specialist HR systems.	E	✓	✓
11.	Good written and verbal communication skills and be able to relate well to all stakeholders.	E	✓	✓
12.	Ability to work as part of a team.	E	✓	✓
13.	Good planning and project management skills.	E	✓	✓
14.	Knowledge of Academy legislation.	D	✓	✓

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
15.	Understanding of national terms and conditions and/or of legislation that impacts on employment within the educational sector.	D	✓	✓
<b>PERSONAL QUALITIES</b>				
16.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
17.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
18.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
19.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
20.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
21.	Commitment to support Star Academies agenda for safeguarding, equality and diversity.	E	✓	✓
22.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓
23.	Highly resilient and determined in the face of challenges.	E	✓	✓
24.	Current driving license and willingness to travel.	E	✓	✓