



## JOB DESCRIPTION

<b>Title:</b>	HR Advisor
<b>Project Team:</b>	Associate Staff
<b>Reports to:</b>	HR Manager
<b>Salary Grade:</b>	Grade 8 pt. 26-31, £32,909 - £37,261
<b>Responsible for:</b>	HR Administration Assistant
<b>Hours of Work:</b>	37 Hours (full-time), all year round, 52 weeks per year (with some requirement to work occasional out of hours)
<b>Primary place of work:</b>	Q3 Academy Tipton (with hybrid working: a range of office, Academy and home working, with some requirement to work at other sites that form part of the Trust as mutually agreed). <b>This role is subject to form part of our centralised HR Service.</b>

### Main Purpose

- To provide a high quality, HR advisory and support service, contributing to continuous improvement of people related practices, which support the delivery of the Trust strategic aims.
- Be a point of contact for HR related enquiries.
- Advice and support staff on HR matters, ensuring compliance with HR policies and procedures and seeking further advice from the HR Manager as necessary.
- Deliver excellent customer services at every opportunity

### Key Duties and Responsibilities

#### Management

- Line management of a HR Administration Assistant.

#### Recruitment, Selection and Retention

- Manage the assessment days for candidates, co-ordinating logistics, hospitality and conducting interviews as and when required.
- Maintain the Academies structures by updating job descriptions and person specifications for all positions annually.
- Manage recruitment campaigns establishing appropriate recruitment and selection methods for each post whilst ensuring compliance with safer recruitment procedures and counselling managers on candidate selection.
- Ensure and support training and induction requirements for new employees.
- Support the induction process for all new staff members, ensuring the information provided is relevant and available.
- Monitor probationary periods for support staff and ensure that probationary reviews are carried out in a timely manner.
- Conducting and analysing exit interview information.
- Ensure that offer letters, contracts and contract variation letter of variations are drafted and issued accurately and in a timely manner
- Aid in the drafting of Certificate of Sponsorship applications where necessary and act as a first point of contact for the UK Borders Agency and the providers of the DBS Umbrella Service.
- Aid and support the submission of job evaluations.

#### Safeguarding

- Ensure an accurate Single Central Register (SCR) is in place at all times for the Academy and carry out all actions following SCR audits.
- Manage the Academy Safeguarding and Safer Recruitment online training portal and ensure new starters are uploaded and training is completed for all staff as required.

- Co-ordinate with reception staff to ensure visitors, supply staff and external contractors are appropriately ID checked, recorded and updated on the SCR.

### **Employee Relations**

- Ensure that HR advice and guidance at all times reflects and reinforces employment law, good practice, customer care and provision of a high-quality service.
- Advise and support managers through informal and formal employee relation processes as appropriate, including hearings.
- Maintain a solution focused, flexible, creative approach to the provision of employee relations, advice and guidance.
- Supporting the Head of School and SLT at all informal meetings in line with the Trust absence management policy (including return to work meetings and managing the occupational health referrals and ill health retirement processes).
- Provide appropriate HR advice, support, management and administration to complex employee relations casework and procedures.
- Provide advice and guidance to staff regarding employee relation matters as appropriate.
- Provide managers with understanding and tools to effectively manage and develop best practice in the management of staff and wellbeing.
- Advise, coach and train managers on HR matters such as capability, disciplinary and contractual terms, and conditions.
- Lead on and carry out investigations as and when required.
- Assist in carrying out risk employee risk assessments e.g., maternity.
- Liaison with employee representatives in relation to employment matters.

### **Reward, Appraisal and Performance Management**

- Provide accurate monthly employee contractual salary information, absence data and expenses in a timely manner to meet the required payroll deadlines.
- Distribution of accurate employee annual salary statements.
- Support the payroll function with completing pension portal administration of employees leaving employment.
- Support and aid in the collation of appraisal information in accordance with the Trust Pay and Appraisal Policy for the Headteacher and HR Manager.

### **Employee Welfare and Absence Management**

- Maintain accurate staff absence data.
- Monitor all staff absences in accordance with the Trust Management of Absence Policy including triggers and welfare calls.
- Conduct timely return to work, welfare meetings and calls as and when required.
- Assist and support the Headteacher at management of absence meetings, setting triggers and organising and coordinating reasonable adjustments.
- Assist the Headteacher in producing management of absence outcome letters.
- Assist the Headteacher in preparing Occupational Health referrals and managing report outcomes.
- Provide advice, guidance, and support to staff as and when required.
- Support the HR Manager to lead on employee wellbeing initiatives for the Academy, informing staff of benefits and assistance available.

### **General**

- Challenge and actively contribute to HR policy development and policy review where appropriate.
- Monitor, track and support the management of annual leave, TOIL and plus day arrangements, including the issuing of leave cards.
- Support the HR Manager with the production of governor reports.
- Assist the HR Manager with HR project work.

- Support the HR Manager with the operational and strategic development of the Trust HR function where appropriate by identifying opportunities for continuing improvement.
- Manage staff files and ensure hardcopy and electronic copies are kept up to date.
- In conjunction with the HR Manager, manage the Academy workforce census return.
- Ensure compliance with the Data Protection Act at all times.
- Work to the HR Calendar carrying out critical HR activities to the required timescales.
- Support the Health and Safety function by carrying out DVU in accordance with the Trust Health and Safety Policy.
- Support the update of Academy and Trust wide documentation e.g., Staff Annual and Family Tree.

#### **Component 1 – Wider Professional Effectiveness**

- Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
- Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting-edge development.
- Effectively contribute to the Academy improvement planning process.

#### **Component 2 – Role Model**

- Ensure that ‘no student is left behind’, in their academic and personal development.
- Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.

#### **Additional Components**

- To consistently uphold the Academy’s aims and strive to attain Academy Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
- Play a full part in the life of the Academy’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
- To embrace the Academy’s pursuit of excellence.

#### **Health and Safety Responsibilities**

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
- Q3 Academy is a designated no smoking site.

**Safe Working Practices for Adults working with Children**

- It is the responsibility of each employee to carry out their duties in line with Q3 Academies ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

***The Academy is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification, prohibition and barred list checks which will be required before commencing duties.***

The above list is indicative and not exhaustive. The post holder will be expected to carry out any other duties associated with the work of the Academy as may be directed by the Chief Executive/Head of School, commensurate with the grade of the post. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Chief Executive/Head of School in consultation with the post holder and if applicable the relevant trade union. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to amend and make changes to the job description following consultation.

Signed Employee: .....

Date: .....

Signed Chief Executive/Head of School: .....

Date: .....