

Job Description

Scale: Grade 6
£24799 - £26317 – full time equivalent salary
Contract:
30 hours per week
Days and working pattern negotiable on appointment
Term time

Purpose of the post

- The post holder is responsible for assisting the Academy Manager and supporting the HR Administrator with the delivery of the employee relations service to managers and other staff within the Academy
- To undertake the operational HR caseload, seeking support from the Trust HR service when needed
- To advise on terms of conditions of employment and implement policies relating to the effective use of HR within the Trust
- Focussing on absence management and employee well-being, implement the Trust policies and develop local well-being initiatives with academy leaders
- To support recruitment across the Trust, including safer recruitment practices including overseeing the maintenance of the academy Single Central Record
- To build effective working relationships with managers and to build credibility quickly

Key Areas

- Support and advise managers across the Trust on terms and conditions of employment, Trust policies and procedures including absence management, flexible working, maternity, organisational change, recruitment and disciplinary.
- Advise staff on terms and conditions policies and procedures, including maternity and paternity leave, grievances, pay and any other issues which affect their employment with the Trust.
- Work closely with the Academy manager on employee relation cases seeking their support and advice when needed.
- Deliver awareness sessions to managers and their teams on specific HR initiatives as directed.
- To carry out project work as directed by the Academy Manager/Principal.
- To support the Academy Manager with relevant forms and systems demonstrating discretion, diplomacy and confidentiality at all times. Manage, store, use and maintain 'personal data' and 'sensitive personal data' in compliance with GDPR and notify any concerns over potential breach of this with recommendations for action to ensure compliance.
- Updating manual and computerised HR recording systems and provide reports and analysis of information when required.
- To keep up to date with employment law changes and to be responsible for informing the team in meetings of these changes under the guidance of the Academy Manager.
- Actively contribute to the efficient running of the HR function assisting the Academy Manager with ad hoc assignments where necessary and pro-actively work on HR initiatives.
- To keep a record of policy review dates and timelines if necessary.
- To contribute to increasing awareness of disability and equality in the workplace at all times.
- To fulfil any other duties and responsibilities as required from time to time that is reasonable and commensurate with this role.

Absence Management and Employee Well-Being

- Coordinate the Absence Management Policy and maintain the absence triggers for the academy, reporting outcomes to the Academy Manager and Principals/managers.
- Ensuring return to work conversations take place and are appropriately recorded.
- Support managers in absence review meetings through to dismissal.
- Deliver training to managers on how to manage employees who have triggered the absence policy.

Recruitment

- Working with the HR administrator to deliver Safer Recruitment procedures in line with Trust policies.
- Ensuring contracts of employment are prepared in a timely fashion and prepared appropriately.
- Supporting the Academy Manager in recruitment events and coordinating interviews and assessment processes.

Performance Management

- Supporting the Academy Manager in delivering the performance management cycle
- Ensure quality probationary reviews take place in a timely manner, attending review meetings as and when required
- Support the Academy Manager with any formal capability management procedures

General

The post holder must, ensure full commitment to the Trust, vision, values and key priorities.

The above list is not exclusive or exhaustive, and the Trust may require the job holder to undertake duties commensurate with the level of the role.

The post will be based at Waterhead Academy in Oldham, however will be expected to occasionally attend meetings at other Academies and organisations located in Huddersfield, Dewsbury, Oldham and Halifax.

As part of the post holders wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

You are expected to carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through academy communications.

Disclosure Level: **Enhanced**

Responsible to: **Academy Manager**

Responsible for: **HR Administrator**

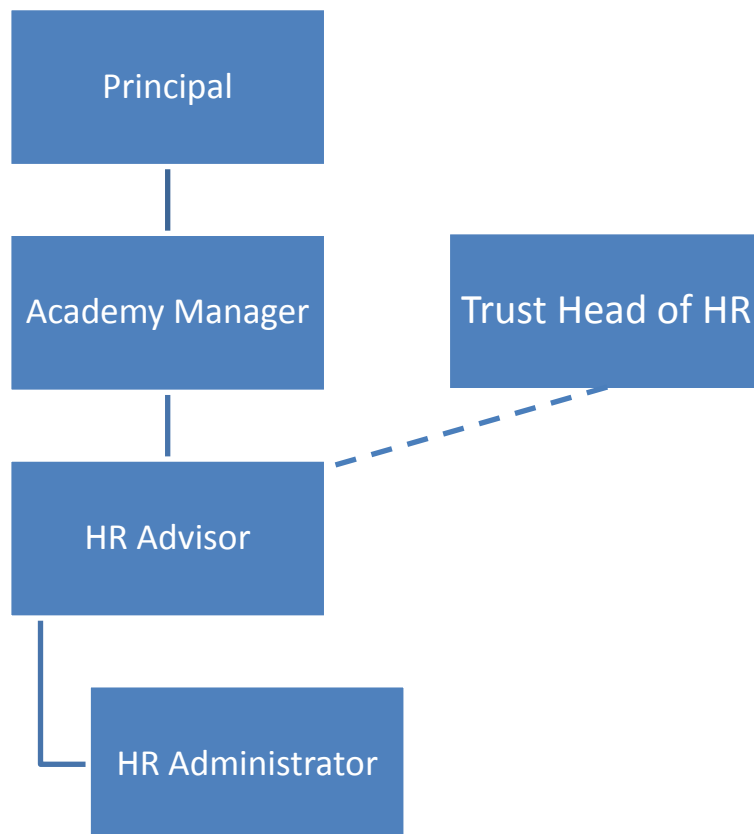
Postholder signature.....

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Principal's signature.....

Date.....

Team Structure



Human Resources Advisor Person Specification

E = Essential D = Desirable

1	Aptitudes:	
1.1	To communicate effectively with staff at all levels within the Academy	E
1.2	To work under pressure	E
1.3	To take initiative and work independently	E
1.4	To organise and develop effective systems	E
1.5	To prioritise and plan to ensure completion of tasks	E
1.6	To work to high levels of accuracy and confidentiality	E
2	Characteristics	
2.1	Self-motivated and hard working	E
2.2	Sense of humour and optimism	E
2.3	Willingness to be flexible and work to meet the best interest of the Trust	E
2.4	Open, honest and approachable	E
2.5	Empathy	E
2.6	Innovative and creative	E
3	Skills	
3.1	Highly skilled communicator able to build and maintain strong relationships	E
3.2	A flexible team player	E
3.3	Ability to use initiative and provide pro-active and pragmatic solutions to issues	E
3.4	Ability to manage and prioritise a diverse workload	E
3.5	Excellent attention to detail, written and verbal communication	E
3.6	Strong ICT skills including word processing and spreadsheet knowledge	E
3.7	Ability to manage sensitive and confidential situations	
4	Qualifications and Experience	
4.1	CIPD level 3 qualified or part qualified	E
4.2	Good Level of understanding of employment law	E
4.3	Knowledge of safeguarding and safer recruitment procedures	D
4.4	Previous experience as an HR Advisor	E
4.5	Experience of supporting managers in a range of employee relations issues including absence management	E
4.6	Experience of administering recruitment processes	E
4.7	Experience of working in an educational setting	D
4.8	Full Driving Licence	E