



Trust HR Advisor (Leeds)

Salary / grade range	£35,745 – £38,223 per annum (NJC SCP 26-28) 37 hours per week (all year round)
Location	Co-op Academy Leeds, with regular travel to other academies within the Trust
Reports to	Regional HR Manager (with dotted line to 'Headteacher')

Purpose of Role

To provide operational HR support for Co-op Academy Leeds, being the first point of contact for colleagues and manager queries on HR matters. You will also provide support to the Regional HR Manager, as required.

As part of the wider Trust HR Team, you will regularly support employee relations case work administration across our academies in other regions.

Key accountabilities (and specific duties / responsibilities):

HR Policy

- To be the first point of contact for queries and advice on all HR matters, policies, terms and conditions from academy colleagues and managers, ensuring good practice and compliance in-line with policy and legislation;
- To ensure the most up to date version of Trust HR policies and procedures are being followed, within the Academy, providing practical support to implement (e.g. coaching managers or delivering briefing sessions);
- To safeguard and promote the welfare of pupils/students through your own actions and effective management of staff resources; implementing policies and procedures, in-line with local and national protocols and statutory requirements relating to safeguarding;
- To support on-site staff and Trade Union communications.

Employee Relations

- To undertake employee relations case work, including grievance, disciplinary, formal absence management, capability/performance, (with support of the Regional HR Manager on the more complex matters) to include organising hearings, producing case papers, note taking, drafting outcome letters, occasionally conducting investigations, advising investigating officers / managers / panels at meeting and hearings.



- To support Regional HR Managers across the Trust with employee relations case work administration, including the production of hearing bundles and meeting minutes.

Absence Management

- To ensure that accurate absence records are maintained, monitoring against absence indicators, and that action is taken by line managers where appropriate;
- To maintain contact with colleagues during periods of long term absence, making occupational health referrals, and arrangements for phased returns;
- To undertake stress risk assessments and support action planning;
- To support the Academy's Colleague Wellbeing Committee.

Recruitment

- To develop the Academy's recruitment strategy and improve associated processes, including management of any HR matters arising; this may include collation/review/analysis of equalities (and other) data.
- To ensure adherence to the Trust's Safer Recruitment policy; all pre-employment checks take place and the Single Central Record is accurate and maintained at all times (including issuing of offers/contacts etc);
- Writing adverts, reviewing job descriptions and person specifications and posting them on relevant sites;
- To undertake recruitment administration up to and including interview day.
- To participate on interview panels (as required);
- To ensure that the formal induction, probation and on-boarding processes for new colleagues are followed/effective.
- To issue offer letters, contracts, pre-employment checks and ensure adherence to the Trust's Safer Recruitment Policy.

Other HR Activity

- To liaise with payroll/finance colleagues to ensure that payments/adjustments are processed correctly (i.e. new starters, contractual variations, leavers, family friendly variations)
- To issue, collate and on occasion complete of exit questionnaires/interviews, taking appropriate action where required;
- To provide timely and accurate HR information to the Headteacher, Business Leader, Regional HR Manager and Governors, as appropriate, to enable them to fulfil their responsibilities;
- To attend and participate in training events, partake in ad hoc HR project work and assist with HR Audits, Ofsted Audits, or any management information analysis required;
- To undertake specific responsibilities in relation to a particular academy, as appropriate e.g. attending SLT meetings, chairing academy wellbeing committee, preparing HR related communications to academy staff;
- To continually work to improve and streamline HR processes and systems and put forward suitable recommendations in an effort to continually improve the HR service;



- To work as part of the wider Trust HR team, working to support Trust HR plan and/or develop a particular area of work trust-wide; supporting hearings in other Hubs

General

- Attend and participate in training events and ad hoc project work as required;
- Take responsibility for health and safety issues relating to area of responsibility;
- Comply with policies and procedures relating to safeguarding, child protection, health and safety, security and confidentiality, reporting any concerns;
- To carry out any other reasonable duties, as required.

Person Specification		
Attributes	All attributes are essential , unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> CIPD qualified (or equivalent)/working towards completion; 		A
Experience <ul style="list-style-type: none"> Experience of working in HR in a school setting, can demonstrate a good understanding of teachers' and support staff terms and conditions; The ability to demonstrate an empathy with schools' issues; Able to evidence experience of working at the relevant level, including responsibility for organising recruitment, absence management, advising on HR policy, and relevant employee relations case work; Understanding of relevant policy, procedure, employment law and good practice in relation to schools HR, along with the ability to assess implications and articulate risk Knowledge and experience of job evaluation, grading and equal pay issues would be an advantage 	Desirable Desirable	A/I



<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none">• A confident, resilient, self-managing approach to work, able to use initiative, independently plan and prioritise work to deliver on time and to a high standard in a fast paced environment;• A “people person”; able to build strong working relationships with, and influence others;• Excellent written/verbal communication and interpersonal skills;• Able to coach leaders, with appropriate challenge;• High level of IT literacy (including G Suite, HR and Education information systems);• Attention to detail.		A/I
<p>Personal Qualities</p> <ul style="list-style-type: none">• Good team player;• Takes a solution based approach to problems;• A role model; understands and committed to and models the Co-operative values / Ways of Being Co-op;• Committed to undertaking continuous professional development.• Ability and willingness to work flexibly and respond to change on a daily basis (including working outside normal hours of work, and in different Trust locations)		A/I

This post is subject to an enhanced DBS check. Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes roles will naturally evolve. Job Descriptions will be reviewed with jobholders and updated periodically to reflect this.