

**Academies Enterprise Trust**

**JOB DESCRIPTION**

**Job Title:** HR Cluster Advisor

**Location:** Cluster (South and West)

**Hours of work:** 37 hours per week, 52 weeks **Reports to:** HR Cluster Manager

**Department:** School Support Services - Human Resources

**Main Purpose of the Role**

To be responsible to the HR Cluster Manager in providing a proactive, customer focused and effective HR advisory service which is responsive to cluster academy needs and supports the delivery of AET strategic objectives.

**Duties and Responsibilities**

● To attend regular HR meetings with the HR Cluster Manager and Senior HR Manager

North/South to ensure good communication within the AET HR Team.

● To research, prepare and deliver presentations when required for Headteachers/Principals, Chairs of Governors, Senior Managers, academy employees and other stakeholders.

● To Advise Principals/Headteachers Chairs of Governors, Senior Managers on complex HR

issues including but not limited to: TUPE, grievance, disciplinary, dismissals, redundancy and restructure, contractual changes, sickness absence management capability procedures,

terms and conditions of service remuneration and recruitment and selection process and procedure.

● Responding to all HR advisory and administrative matters in whatever format in a timely,

accurate and professional manner.

● To provide advice and representation on HR matters to Principals/Headteachers, Senior Leaders, Chairs of Governors and Managers on employment legislation, best practice, policy and procedure.

● To advise the HR Cluster Manager of cases that need to be reported to the Trust insurers and to ensure the HR case-log and other relevant databases are up to date at all times.

● To provide support and advice to Principals/Headteachers/Senior Leaders and Managers undertaking management investigations.

● To attend and provide advice to panel members/Principals/Headteachers at any relevant hearings ensuring compliance with the relevant policies and legislation.

● Produce legally compliant HR letters and documents for case work as directed by the HR Cluster Manager

● Deliver any relevant HR/system training for the Cluster HR Administrators/Apprentices.

● To keep up to date with developments in employment legislation and human resource best practice. Identify and communicate such developments as required by the HR Cluster Manager.

● To assist with HR projects as required.

● To liaise with insurers regarding legal and procedural issues, compiling evidence for use in

Employment Tribunals.

● To carry out regular HR audits of processes/procedures and Single Central Record to ensure all compliance checks are undertaken satisfactorily and recorded.

● To coordinate the recruitment and selection process in the cluster working closely with the

Talent Resource Partner.

● To undertake any relevant research and trends as deemed necessary.

● To work collaboratively with professional associations, trade unions and local JCC’s to ensure

a productive employee relations environment.

● To support the implementation and administration of local JCC’s as directed by the HR

Cluster Manager

● To provide cover for colleagues in different clusters of the organisation.

● To undertake any necessary administrative tasks required.

**Other clauses:**

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

3. This job description may be varied to meet the changing demands of the HR service and cluster Academies at the reasonable discretion of the senior HR management team.

4. There may be occasions when it will be necessary to cover other HR Advisor roles within the

School Support Services.

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. The post holder may deal with sensitive material and should maintain confidentiality in all

Academy/Trust related matters.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

● Be unusually brave

● Discover what’s possible

● Push the limits

● Be big hearted



**PERSON SPECIFICATION**

**HR Cluster Adviser**

Essential (E), Desirable (D)

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| **General**  **Heading** | **Detail** | **Essential requirements** | **Desirable requirements** |
| **Qualifications & Experience** | Specific qualifications  & experience | ● Must have significant, proven HR advisory experience  ● Experience of conducting and advising at disciplinary/grievance/redu ndancy meetings/hearings  ● A proven track record of dealing with complex HR issues | ● Degree level with a relevant professional qualification, full (CIPD) qualification or equivalent  ● Education HR  experience  ● Knowledge of education sector  ● Experience of dealing with HR in a multi-site organisation |
|  | Knowledge of relevant policies and procedures | ● Knowledge of human resources policies and procedures  ● Knowledge of TUPE  legislation | ● Safer recruitment/safeguarding  /child protection |
|  | Technology | ● Ability to use to at least an intermediary level Google and Microsoft Office suites | ● Ability to use databases and experience of data entry |
| **Communication** | Written | ● Ability to write professional letters, emails and reports |  |
|  | Verbal | ● Ability to communicate with people at all levels  ● Ability to and influence people |  |

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| **Working with others** | Team work | ● Work effectively as part of a team  ● Ability to work independently  ● Have strong interpersonal skills |  |
| **Responsibilities** | Organisationa l skills | ● Ability to be proactive and prioritise work |  |
| **Skills** | Attention to detail | ● Ability to produce accurate correspondence and identify errors |  |
|  | Statistics/Rep orts | ● Ability to produce and understand statistics and collate these in reports for distribution |  |
| **General** | Confidentialit y/Data Protection | ● Understand and comply with procedures and legislation relating to confidentiality and Data Protection |  |
|  | Travel | ● Must be willing to travel to cluster academies and national travel to academies within the organisation. | ● Must have a full driving licence and the use of a car. |
|  | Safeguarding | ● Commitment to the safeguarding and welfare of all pupils.  ● This post is subject to an enhanced Disclosure and Barring Service (DBS) check |  |