Northern Education Trust
Job Description and Person Specification

HR Advisor

Job Title:	HR Advisor		
Base:	North Shore Academy		
Reports to:	Director of Human Resources	**Grade:**	Grade J SCP 37 - 40
Service responsibility:	Human Resources	**Salary:**	£32,486 - £35,444
Additional:	Regular travel will be required.	**Term:**	Permanent

JOB PURPOSE

- To deliver a professional HR service to Trustees, senior leaders, employees and governors across the Trust.
- To work as part of a proactive, innovative and responsive HR team to provide pragmatic, creative and education focused HR solutions and recommendations across the Trust.
- To build and develop relationships with staff at all levels to provide support, guidance and challenge where appropriate on all HR related matters.

JOB SUMMARY

1. Provide an efficient, effective and customer focussed HR service which supports all aspects of an employee's relationship and engagement with the Trust including recruitment, terms and conditions of employment, training and development activities, ensuring compliance with employment legislation and Trust policies;
2. Build effective working relationships with colleagues, employees, Principals, governors, trade unions and external parties;
3. Provide advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of good HR practice;
4. Build relationships with managers at all levels and develop a good understanding of their work so as to be able to offer solutions that are education focussed and put the student at the heart of all decisions;
5. Working with the Principal, ensure effective monitoring of sickness trends and remedial action in accordance with the Trust policy and to facilitate a proactive approach to absence management to ensure a smooth return to work;
6. Take responsibility for the implementation of all HR policy, ensuring that all HR issues are dealt with within the relevant timescales;
7. Engage in promoting and 'living' the values and ethos of the Trust,
8. Support the development of strong communication and feedback channels with all staff and through a variety of mechanisms to support employee engagement;
9. Be able to articulate the NET ethos and have a good understanding of how NET values can and should affect desired behaviours;
10. Proactively offer the Trust a source of professional HR expertise;
11. Improve the HR level and skills across the Trust through coaching and mentoring and active participation in problem-solving and casework;

12. Be aware of the NET national recognition agreement with Trade Unions and work within this,
13. Assist with the development of HR CPD for senior staff and managers across the Trust,
14. Undertake all required HR project work as directed by the Director of HR;
15. Assist with HR audits across the Trust and ensure the data acquired is used to develop good HR practice and procedure;
16. Proactively assist senior leaders in handling their HR needs and problems through case and project management, including grievance, discipline, capability, appraisal, attendance management etc;
17. Take a proactive role in the HR interventions required in relation to safeguarding;
18. Liaise with Legal provider and other HR staff where appropriate on certain cases, according to respective expertise;
19. Ensure accurate recording of all case work including minutes, emails, letters, witness statements;
20. Support and attend Tribunal Hearings as and when required;
21. Assist with and where appropriate lead on TUPE processes for academy conversions or rebrokerage and undertake the consultation process with unions and staff;
22. Liaise with external service providers and other outside organisations to facilitate the accurate transfer of Due Diligence information;
23. Attend all project meetings as required and prepare associated documentation;
24. Assist with and where appropriate lead on staffing restructures across the Trust, ensuring that the restructures are legally compliant and in line with Trust policy,
25. Provide advice and guidance in relation to recruitment of staff and recruitment processes generally;
26. Advise and support with the recruitment of senior staff, including at Principal level, advising on safer recruitment requirements, recruitment timelines, advertising, application pack content and candidate assessment activities where appropriate;
27. As required, attend short listing and interview panels;
28. Devise, review and update HR policies to ensure compliance with employment law and best practice;
29. Work as a core part of the NET team, fostering a positive and conducive team culture and contributing to effective collaboration within the team
30. Proactively and regularly liaise and discuss casework with appropriate staff;
31. Actively demonstrate commitment to own continuous professional development CPD and knowledge of 'best practice'
32. Continuously strengthen skills and knowledge required for effective HR case management and problem solving.

General

1. To participate in wider Trust meetings and working groups as required
2. All staff of the Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'.**

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …… Date: ……