

## Job Description

### People Advisor (Projects)

<b>Reporting to:</b>	Head of HR
<b>Liaising with:</b>	Director of People, Trust Senior Leadership Team (SLT), Head Teachers, other colleagues, Trustees, Governors, NRCDES, and suppliers
<b>Grade/Salary:</b>	Band 5, NJC Scale Points 19 - 24
<b>Hours of work:</b>	22 hours per week (additional hours may be required to meet the requirements of the role) – flexible working days and possibility of term time only arrangement.
<b>Location:</b>	Based in Nottingham office. Hybrid working arrangements in place (minimum 40% in office).

#### Core Purpose:

- To support the Head of HR and Director of People in the design, implementation and evaluation of people initiatives to support workforce development, leadership capacity and overall organisational effectiveness to enable the delivery of the Trust people strategy.
- To lead on projects that will deliver strategic HR initiatives across the Trust, ensuring alignment with organisational goals and Trust people strategy and compliance with statutory requirements.
- To focus on planning, executing, and monitoring initiatives that enhance workforce management, employee experience, and HR operational efficiency.
- To play a critical role in driving improvement and innovation across HR functions to support the Trust's strategic objectives and delivery of the People Strategy.
- In collaboration with HR Advisors review and improve systems and processes to improve efficiency and effectiveness.
- Advising people managers in schools on HR related matters, as required.

#### Specific areas of responsibility and key tasks:

##### Project Management

- *Coordinate and administer the design, implementation, and evaluation of HR-related projects, including workforce planning, policy reviews, process changes and system upgrades.*
- *Develop action plans, including timelines, budgets, and resource requirements, enabling projects/initiatives are delivered on time and within scope.*
- *Monitor and report on project progress, risks, and outcomes to stakeholders.*

## **HR Systems and Processes**

- *Working with stakeholders to support the development of the HR software systems to improve efficiency and data management across the Trust.*
- *Collaborate with IT, HR and System Admin teams to ensure seamless integration of systems and appropriate staff training.*
- *Identify opportunities to streamline HR processes and introduce best practices.*

## **Policy Development and Compliance**

- *Support the review and updating of HR policies and procedures in line with legislation and trust requirements.*
- *Along with HR Advisors develop management guidance and toolkits for use across all academies including communication and training.*
- *Ensure all HR projects comply with relevant employment laws, safeguarding standards, and governance frameworks.*

## **Change Management**

- *Support leaders to drive organisational change initiatives, ensuring effective communication and engagement with all stakeholders.*
- *Identify barriers to change and implement strategies to overcome them.*

## **Stakeholder Collaboration**

- *Engage with trust executive, senior leaders, HR team and wider Diocese, to define project requirements and deliverables.*
- *Act as the primary point of contact for specific HR project-related queries and updates.*

## **Data Analysis and Reporting**

- *Use data analytics to inform project decisions and measure the impact of HR initiatives.*
- *Create reports and presentations for senior leadership teams and trustees.*

## **Talent and Workforce Development**

- *Contribute to workforce planning projects, including recruitment strategies and succession planning frameworks.*
- *Support with the management of initiatives to enhance staff wellbeing, diversity, and retention across the trust.*
- *Promote a culture of inclusion across all academies within the Trust.*

## **Additional Duties**

- *To attend meetings as required across sites.*

- *Any other duties as directed by the Head of HR.*

*The Our Lady of Lourdes Catholic Multi-Academy CMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The CMAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*



# Our Lady of Lourdes Catholic Multi-Academy Trust

## Person Specification

### People Advisor (Projects)

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English	<b>Y</b>	
CIPD qualified at level 5 or equivalent relevant experience	<b>Y</b>	
CIPD membership		<b>Y</b>
Management training or post graduate qualification		<b>Y</b>
Evidence of commitment to continuing professional and personal development of self and others	<b>Y</b>	

<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Proven experience of identifying the need for, and delivering improvements, to HR systems, policies, processes or initiatives preferably within the education or public sector.	<b>Y</b>	
Knowledge of employment law and HR best practices.	<b>Y</b>	
Experience of contributing to the development and implementation of HR policies in line with employment law	<b>Y</b>	
Experience of taking a lead role in bringing together others to work collaboratively and deliver change.	<b>Y</b>	
Familiarity with operating CES procedures		<b>Y</b>
Experience of working with trade unions		<b>Y</b>

<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of talent management and wellbeing programmes	<b>Y</b>	
Ability to develop and facilitate innovative and engaging HR training workshops and focus groups	<b>Y</b>	
Knowledge of performance management systems and pay/grading frameworks in education		<b>Y</b>
Ability to manage a varied and complex workload as well as delivering to timescale	<b>Y</b>	
Knowledge of Ofsted, DfE, academy legislation and School Teachers Pay & Conditions document		<b>Y</b>
Knowledge of national and local conditions of service within an education setting		<b>Y</b>
Exceptional stakeholder management abilities	<b>Y</b>	
Strong ICT skills with advanced excel skills	<b>Y</b>	

Excellent verbal and written communication skills	Y	
Excellent planning, organisation and influencing skills	Y	
Able to use data and evidence to inform and drive decision making and change	Y	
Proficient in using HRIS and project management software		Y

<b>D Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic values through your behaviour and approach	Y	
Ability to command credibility and respect	Y	
Emotional resilience	Y	
Ability to self-evaluate and reflect	Y	
Able to adapt to changing circumstances and new ideas	Y	
Excellent attention to detail and accuracy	Y	
Can-do attitude and solution focused approach	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

<b>E Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to safeguarding and promoting the welfare of children and young people.	Y	

