

**BATLEY MULTI ACADEMY TRUST
JOB DESCRIPTION**

POST HOLDER	VACANT
TITLE OF POST	Human Resources Advisor
SALARY	Grade 8 £23,398 - £24,964 pro rata (term time plus 15 days)
LINE MANAGER	Human Resources Manager
RESPONSIBLE FOR	None

Purpose of the post

To deliver an effective, best practice Human Resources service to the schools within the Trust, providing guidance and support to managers and employees across key operational areas including recruitment and selection, sickness management, induction, terms and conditions of service and take first line responsibility for all employee relations issues that arise across the Trust.

To offer support and guidance/oversee the work of the HR Support Officer in the absence of the HR Manager.

Key duties and responsibilities

HR Advisory

- Pro-actively support managers regarding the effective application of human resources policies and procedures, acting as the designated human resources representative during disciplinary, grievance, absence/welfare and other such policy application processes.
- Act as the first point of contact for all employee relations issues that arise across the MAT.
- Seek to develop and maintain a positive and constructive working relationship with all internal and external colleagues, including trade union colleagues.
- Engage in consultation with trade union colleagues in relation to both operational issues/cases and organisational change.
- Deliver/assist in the delivery of training courses to middle and senior leaders to raise their awareness of people management issues and HR policies/procedures.
- Deputise for the HR Manager in their absence, including overseeing the work of the HR Support Officer and providing advice and guidance to the post holder as required.

Policy

- Assist the HR Manager in formulating, reviewing, updating and writing policies and procedures.
- Assist the HR Manager in the implementation and communication of new and revised policies and procedures, in line the school's requirements, and to assist in ensuring that all staff understand these policies and procedures.
- Keep abreast of changing employment legislation and new developments and innovations to maintain high standards and contribute to the continuous improvement of service delivery.

Recruitment

- To undertake the following, as the lead contact for Recruitment and Selection for a number of allocated schools within the MAT:

- Coordinate recruitment, selection and induction processes for the school, taking the lead in preparing and placing job advertisements and producing job descriptions, person specifications, offer letters and statement of main terms.
- Ensure all required pre-employment checks are undertaken in a timely manner, immediately alerting the Human Resources Manager to any issues with checks received.
- Ensure that the Human Resources Manager is alerted to any outstanding pre-employment checks prior to the employee's date of commencement.

HR Administration

- To take the lead in the preparation and submission of the School Workforce Census and other returns as required.
- In the absence of the HR Support Officer/to support the work of the HR Support Officer at peak times:
 - Provide an effective HR administration service, ensuring that records, processes and procedures are effectively maintained.
 - Ensure all personnel within school have an appropriate and up-to-date Disclosure and Barring Service check, including staff/contractors/visitors and volunteers.
 - Ensure the Single Central Register is continuously updated in an accurate manner, in line with staff/contractors/visitors and volunteers entering and leaving the school.
 - Maintain confidential staff records and ensure that staff records held within school remain confidential at all times.
 - Ensure that the HR Management Information System is accurately maintained.
 - To assist in the provision of HR related management information.
 - Assist the Human Resources Manager with day to day administration to support the effective functioning of the service.

Payroll

- In the absence of the HR Support Officer/to support the work of the HR Support Officer at peak times:
 - Work in conjunction with the in-house payroll team to ensure HR changes are appropriately implemented within payroll deadlines, including starter/leaver forms and contract variations.

Additional Information

- To undertake any such duties commensurate with the post as directed by the Co-Heads/HR Manager(s).
- All staff within the HR service are expected to remain up-to-date with relevant employment legislation, case law and best practices and to participate in relevant training and development opportunities as required.
- The postholder is required to uphold and promote the school's policy on Data Protection, to be mindful of their responsibilities under the act in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity.