****

### Job Description - HR Advisor

**Responsible to:** Chief Executive Officer (until November 2019); Head of HR and Recruitment (from November 2019)

**Responsible for:** None

**Hours:** 36- 40 Hours (TBC)

**Salary:** £33,162 -£36,847 (Depending on hours)

**Based in** London (with travel to schools in Hertfordshire if required)

**Background & Purpose:**

Future Academies currently have 7 schools, and have ambitious plans for growth. The HR team provide both a business as usual service as well as supporting projects Trust wide. We are looking to appoint an experienced HR professional who can help develop and shape the HR department.

# Job purpose

To provide HR support in an advisory capacity across multiple sites acting as a point of contact to the schools, maintaining confidentiality and respect whilst adhering to policies, procedures and regulatory framework.

**Main Duties and Responsibilities:**

* Provide timely advice on HR issues in relation to absence management, disciplinaries, grievances, case work, performance management and probationary management to ensure compliance with legislation and HR policies and procedures.
* Advise, support and coach managers on the interpretation and application of policies, processes and procedures, ensuring these are applied fairly and consistently
* Recommend appropriate courses of action in line with best practice, policies, employment legislation and relevant regulatory frameworks
* Provide advice and support to managers in change management activities such as redundancy, TUPE and other organisational change situations attending schools if appropriate ensuring correct information and consultation processes are followed.
* Ensure accurate records are maintained so that appropriate information is available to support any present or future decisions/challenges in relation to HR and other matters.
* Collate and provide management information on sickness absence, turnover, discipline, grievances and performance capability to directors, senior managers and other managers to ensure that the HR business matters are managed and/or resolved as quickly as possible.
* Assist with the implementation of an apprenticeship scheme
* Design and deliver workshops for managers
* Manage and prioritise a varied employee relations caseload, working to tight timescales.
* Take all reasonable steps to ensure appropriate confidentiality but always having regard to safeguarding responsibilities and to keep the schools compliant with data protection law.
* Provide cover as required in the absence of one of the HR Business Partners
* Undertake other ad hoc duties as required to assist in ensuring that business goals are met.

**Service Development**

* To work collaboratively with the outsourced HR and payroll provider and internal Trust Head Office functions to deliver a joined-up service to the Trust.
* To undertake project work with a view to developing and improving existing service provision and supporting the Trust’s ambition to become an employer of choice
* To contribute to the development and implementation of the staff reward and benefit system
* To support the development of effective HR systems and processes
* To develop a job evaluation system
* To work collaboratively with Trade Unions

**Policies and Procedures**

* To develop, maintain and implement effective and efficient HR policies and procedures, taking account of statutory and legislative requirements whilst incorporating best practice.
* To develop and implement toolkits in support of policies and procedures to ensure consistency of approach and to enable Managers to manage independently with HR support for more complex cases and issues.
* To design and deliver briefing and training sessions for Managers to cover policy implementation and legislative changes as required
* To develop a termly HR bulletin for senior leadership teams

**Recruitment and Employment Contracts**

* To work collaboratively with the Trust’s Recruitment Lead to ensure ‘Safer Recruitment’ requirements are met; and to ensure the Staff Central Record (SCR) is maintained accurately Trust-wide with appropriate evidence held to satisfy OFSTED requirements
* To sit on interview panels

**Learning & Development**

* To support the delivery of the Trust’s apprenticeship scheme, recommending and supporting the implementation of this programme to ensure maximum benefit.

**General Responsibilities**

* To attend training courses as required and lead by example on continuous professional development.
* To observe and promote Equalities across the Trust
* To maximise use of ICT facilities on HR and contribute to their development where appropriate.
* To establish, maintain and develop effective working relationships with internal and external customers and partners.
* To carry out any other duties appropriate to the post as required
* To work proactively, monitoring HR processes and procedures, instigating appropriate action and implementation as necessary

**General points**

No job description can be entirely comprehensive and roles develop organically over time. The post holder will be expected to adapt and carry out such duties as may be required from time to time, on the understanding that they will be within the individual’s remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. To this end both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role.

### Person specification

|  |  |  |
| --- | --- | --- |
|  | Description | Essential (E) / Desirable (D) |
| **Qualifications** | CIPD qualified Level 5 minimum or equivalent qualification | **E** |
| Educated to degree level or equivalent  | **D** |
| **Training** | Evidence of continuous professional development in the area of HR | **E** |
| **Experience** | Generalist HR experience, operating in a medium to large organisation  | **E** |
| Experience of supporting and advising managers on a wide range of employment and people management matters including disciplinary, grievance, sickness, recruitment, policy, performance management etc | **E** |
| Experience of supporting organisational change (at least one of the following & preferably all: restructures; redundancy or TUPE projects) | **D** |
| Experience of developing and implementing new policies and procedures | **E** |
| Experience of Safer Recruitment | **D** |
| Experience of running Apprenticeship schemes | **D** |
| Experience of working with Trade Unions  | **D** |
| Experience of delivering training  | **D** |
| Experience of working within the Education sector, ideally Schools | **D** |
| Experience of building positive professional relationships with key stakeholders | **E** |
| **Skills & Knowledge**  | Up-to-date knowledge of employment law | **E** |
| Highly computer literate | **E** |
| Excellent organisational skills | **E** |
| Proven ability to work flexibly under pressure, prioritise effectively and meet deadlines | **E** |
| Excellent written and oral communication skills | **E** |
| Excellent inter-personal skills with the ability to communicate effectively with a broad range of audiences | **E** |
| Good time management with the ability to work under pressure and prioritise effectively  | **E** |
| Ability to work on own initiative with a proactive approach | **E** |
|  | An understanding of the key responsibilities of operational HR staff, Employment Law and HR best practice | **E** |
| **Other requirements** | Committed to Equality, Diversity & Inclusion  | **E** |
| Self-motivated, with a ‘can do’ approach to problem solving | **E** |
| Ability and willingness to travel across the Trust to support stakeholders, attend meetings etc. | **E** |

May 2019