



Job Description

Trust HR Advisor

Post Title:	HR Advisor
Base:	Trust Central Team but travel to all Trust schools
Salary:	SCP 21 - £26,975(salary will be pro-rata for term time only contract)
Line Management:	Assistant Head of Personnel & Staff Wellbeing
Contract	Full time (37 hours per week), permanent, term time only plus 10 days
Core Purpose:	
<ul style="list-style-type: none"> • To provide proactive and professional HR Advisory support to allocated trust schools and teams. • To provide advice, guidance and coaching to managers on HR issues in line with policy, best practice and legislation. • Work as part of the wider personnel team ensure that people-related processes are aligned to support the trust and schools in achieving their aims and objectives. • Act as a role model for the values and ethos of the Trust. 	

Main Duties & Responsibilities:

HR Advice & Support

- To provide compliant, professional advice and coaching to managers on all employment related issues, in line with policy, employment legislation and best practice.
- Responsible for employee relations caseload (including but not limited to disciplinary, grievance, attendance management, capability etc).
- Build positive, professional and effective working relationships with key stakeholders in your allocated schools, including Headteachers, leaders, staff and members of the governing body.
- To attend and support, as required, at key stages of employee relation casework including hearings and appeals.
- To identify and implement pragmatic solutions to people and business issues ensuring they are viable as well as in line with employment law, policy and best practice.
- To provide advice to managers on terms and conditions of employment
- Working as part of the Personnel team identify and share areas for development across the Trust
- Support managers in the development of proposals around organisational redesign.
- Awareness of when to seek further specialist advice on specific cases – i.e. legal or medical advice etc.
- Attendance at Local Governing Committee meetings, as required.

- Ensure regular review meetings with school leaders on personnel matters, with the aim of proactive management and support of any staff related issues or processes.

Service Delivery and Development

- Build positive working relationships with internal and external stakeholders, including Headteachers, governors, trustees and trade union representatives.
- Working as part of the Personnel Team, look to support the development and implementation of a clear and consistent offer to all schools.
- Support in the development and maintenance of a HR case management system.
- As part of the wider Personnel team, support with the provision of the HR Help desk function to trust schools and leaders.
- Look to promote the services and support that the personnel team and wider trust can provide to schools.

Policy & Procedures

- Contribute and support with policy development work
- Attendance at regional trade union meetings as required
- Support in the implementation and monitoring of Trust personnel policies and procedures across the trust.

Whole Trust Projects

- To participate in the planning and implementation of specific projects.
- To contribute and support with trust wide personnel initiatives
- To support with the development and delivery of training and coaching as required

Data Management

- Support and ensure that schools are completing key returns – annual workforce census, pension returns, etc
- To support in the production of KPI and other reports as required by leaders, governors or trustees.
- Fully utilise data available to maximise the support the Personnel team can provide to leaders across the trust

Recruitment and Employment Life Cycle

- To provide advice and guidance to managers on recruitment and selection strategies, ensuring compliance with Keeping children Safe in Education.
- Provide support to the personnel administrative team as required during busy periods and as directed.

Absence Management & Wellbeing

- Responsible for ensuring the correct implementation of the Trust Attendance at Work Policy for allocated schools.
- Identify proactive measures to reduce absence from work, in conjunction with line managers.
- Utilise external service such as Occupational Health, as appropriate, to support in managing the health and wellbeing of staff.
- Proactively monitor all absence data across allocated schools to identify trends and work with managers when action is required, in line with policy and best practice.

CPD

- Commitment to continual professional development

- Ensure up to date understanding of developments in the education sector on both a national, local and Trust level
- Undertake training as identified and agreed.

PERSON SPECIFICATION – TRUST HR ADVISOR			
Criteria	Essential	Desirable	Evidence
Qualifications			
CIPD or equivalent training (minimum level 3)	X		A/C
Degree or equivalent		X	A/C
Mental Health First Aider		X	A/C
Experience			
Proven experience on managing complex employee relations case	X		A/R/I
Experience of working in an educational setting		X	A/I/R
Experience of working as part of an HR team		X	A/I/R
Experience of working in a unionised environment		X	A/R/I
Experience of developing, implementing and managing projects	X		A/R/I
Proven experience of working with managers to develop proactive, pragmatic and professional advice on variety of ER cases	X		A/R/I
Generalist HR experience with good awareness of developments and best practice	X		A/R/I
Proven experience of handling difficult situations and conversations successfully	X		A/R/I
Proven experience of coaching and influencing managers	X		
Knowledge and Understanding			
Knowledge and understanding of employment law	X		A/R/I
Understanding of the roles of WLP, Board of Trustees and Local Governing Body		X	A/R/I
Confident in accessing, analysing, interpreting data, and using this to formulate actions	X		A/R/I
Understanding of safeguarding in an educational context	X		A/R/I



Understand of developments in the wider educational context and impact on the personnel function	X		A/R/I
Personal Skills & Attributes			
Ability to remain resilient, positive, enthusiastic and good humoured when working under pressure	X		A/R/I
Strong commitment to raising standards	X		A/R/I
Ability to relate to children	X		A/R/I
Capability to make and take decisions and delegate appropriately	X		A/R/I
Effective communication oral and written, and strong interpersonal skills	X		A/R/I
Ability to build strong teams and effective working relationships	X		A/R/I
Strong emotional intelligence	X		A/R/I
Strong people skills, enabling others to grow and develop	X		A/R/I
Commitment to maintaining confidentiality at all times	X		A/R/I
Full driving license and access to own vehicle to travel between school sites	X		A
Safeguarding			
Commitment to safeguarding and promoting the welfare of children and young people	X		A/R/I
Recent accredited safeguarding training		X	A/R/I
Sound understanding of statutory safeguarding requirements	X		A/R/I

A= Application; C = Certificate; R = Reference; I = Interview

As this is a new role it will be regularly reviewed and amended as required, in consultation with the postholder.