

JOB DESCRIPTION

JOB TITLE: People Advisor (People Team)

GRADE: SLT GRADE G

REPORTS TO: People Business Partner

WORKING WITH: The Trust Executive Team, Academy Leadership teams, Line Managers and staff at all levels

DEPARTMENT: People Team

HOURS: 30 hours per week, ideally worked over 5 days. Total weeks to be worked; 40 (term time plus 10 additional days). This role requires flexible working around the normal academic year. This will include the equivalent of 2 weeks additional time worked flexibly during the year, e.g. inset days, recruitment in late July and work associated to complete recruitment and contract variations.

PURPOSE OF JOB:

1. Provide a credible, customer-focused, HR service to all staff within the 'hub' of academies, ensuring matters are dealt with appropriately, sensitively and in accordance with employment legislation as well as Trust practices and procedures.
2. With support of Administrators and Business Managers, provide a high quality, efficient and effective Trust HR Administration function within the 'hub' of academies, liaising with HR colleagues across the Trust to achieve appropriate levels of consistency. This includes delivering, developing and maintaining efficient and effective HR administrative systems and procedures; including those associated with recruitment, on boarding, development, attendance management, wellbeing and off boarding, sharing best practice and ensuring appropriate levels of Trust wide consistency by liaising with.
3. With the support of the People Business Partner, provide an efficient, professional and effective HR Advisory service to first line managers and Leadership Teams in line with employment legislation and best practice. This will include advising on attracting talent, safer recruitment practices, attendance management, capability, disciplinary and grievances.
4. Actively contribute to the promotion and development of an inclusive culture and the creation of an inspirational learning and working environment which nurtures and encourages the development of pupils and staff alike.
5. Professional supervision of school offices in relation to HR.

DUTIES AND RESPONSIBILITIES:

1. To support the delivery of a high quality operational HR service that complies with legislation, statutory obligations and organisational policies, for a defined group of academies; working collaboratively with People Team Colleagues across the Trust to support the delivery of such services more broadly (where required). This includes but is not limited to:
 - Recruitment; supporting hiring managers by providing advice on recruitment and selection strategies. Coordinating the appointment process for successful applicants, ensuring safer recruitment practices are adhered to at all times.
 - Employee relations; to provide first line support to managers on employee relation matters, escalating concerns to the People Business Partner where appropriate. To provide administrative support at formal hearings and appeals, ensuring minute taking is timely and accurate.
 - Onboarding; including overseeing the completion of new starter paperwork and supporting the

facilitation of inductions ensuring successful integration into the specific workplace and support retention of talent.

- Development; including providing coaching and training to line managers in people management and leadership skills.
 - Attendance management; advising managers on the application of informal and formal procedures and effectively and appropriately advising staff and managers on occupational health and wellbeing services, ensuring consistency and fairness is maintained.
 - Offboarding; ensuring sensitive and consistent approaches are taken to offboarding activity that supports individuals and promotes a positive disengagement with the organisation. Supporting the People Business Partner in the collation and analysis of exit data.
 - Restructuring and TUPE transfers.
2. To support the provision of a high quality efficient and effective Trust HR Administration function for the defined group of academies that is in line with Trust wide HR policies and procedures. To be responsible for accurate and timely data entry record keeping and management on all HR Management Information Systems and SCRs. To ensure personnel records are accurately and safely stored, ensuring compliance with GDPR and associated legislation. Dealing with confidential material with integrity and tact.
 3. To liaise with the Trust's Finance team on all payroll issues and supporting the monthly payroll checking and updating arrangements, escalating any issues to the People Business Partner.
 4. To contribute to the development of the people management skills, leadership and the organisation's culture through effective support, training and coaching of line managers to guide managers to effective solutions.
 5. To contribute to the development of HR metrics by providing accurate people data to the Chief People Officer and People Business Partner on areas such as turnover, absence and retention rates to support service improvement.
 6. To support the Trust in meeting its statutory employment, equality, health and safety obligations towards staff.
 7. To be aware of changing employment legislation, new developments and innovations and have an understanding in the field of Human Resources practices in the sector, to maintain high standards and contribute to the continuous improvement of service delivery.
 8. To support the Chief People Officer and People Business Partner with the review of HR policies in line with best practice and legislation; provide information, training, advice and guidance to Trust leaders and managers, advising on all policies where there might be HR implications.
 9. Liaise with all external agencies as necessary e.g. Occupational Health, the Home Office, recruitment agencies, advertising media etc.
 10. Encourage and contribute to the continuous development of positive engagement with unions.
 11. Act as a conduit for the sharing of good proactive initiatives across the Trust.

Other duties:

To carry out any other reasonable duties, within the scope of the post as directed by the DCEO. The above list is not exclusive or exhaustive, and the Trust may require the job holder to undertake duties commensurate with level of the role.

Standards/ Quality Assurance and Additional Responsibilities

- Adhere at all times to professional business standards.
- Courtesy and efficiency in line with the ethos of the Academy Trust.
- Smart professional appearance at all times.
- Uphold the Trust's staff code of conduct.

- Participate and deliver staff training and professional development.
- Attend team and staff meetings as required.
- Develop links with partnership schools/ academies.

The post holder will contribute to the Academy's objectives in service delivery by:

- Following health and safety requirements and initiatives as directed.
- At all times operating within the Academy's equalities policies demonstrating commitment and contribution to improving standards of attainment.

Duties and responsibilities may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment. This post is subject to an enhanced Disclosure and Barring Service check.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Chief People Officer::
.....

Person Specification

Job Title: People Advisor

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • CIPD, <u>significant training</u> and experience in a relevant post. • Educated to Degree level or equivalent. • Experience of HR and payroll administration or excellent administration experience and a desire to develop a career in HR Management. 	✓	✓ ✓
Experience		
<ul style="list-style-type: none"> • Experience in Personnel Management and processes. • Ability to use Microsoft Office and or Google applications including Word, Excel or equivalent. • Ability to use databases and experience of data entry. • Experience of conducting/supporting disciplinary hearings and producing relevant documentation. • Experience of taking and producing minutes/documents in a professional capacity. • Evidence of the ability to successfully train/coach and staff, including arrangements for appraisal and discipline. 	✓ ✓ ✓	✓ ✓ ✓
Knowledge, Ability and Organisational Skills		
<ul style="list-style-type: none"> • Ability to self-evaluate learning needs and seek appropriate professional development opportunities. • Positive approach to challenges and solution seeking with cheerfulness and good humour. • Evidence of the ability to advise others on e.g. appraisal, arrangements for professional development and discipline etc. • Evidence of the ability to deliver within a busy educational/Academy Trust environment. • Ability to carry out Safer Recruitment, Safeguarding and Child Protection policies. • Ability to be proactive, prioritise work and manage own time effectively. • Ability to maintain confidentiality, tact and discretion. • Integrity and sound professional judgement. • Ability to respond well to a fast paced and changing environment. • Knowledge of the education sector. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Communication		
<ul style="list-style-type: none"> • Ability to communicate effectively to a wide range of different audiences at all levels, both orally and in writing, including the ability to promote the Academy. • Ability to write detailed/accurate reports, letters, emails and produce accurate correspondence and identify errors. 	✓ ✓ ✓ ✓	

<ul style="list-style-type: none"> • Ability to produce and understand statistics and collate these in reports for distribution. • Ability to use initiative to deal with telephone calls and staff queries in a professional manner. • Ability to influence people. • Interest in developing new ways of communication with staff and for recruitment e.g. Social Media- Twitter, Linked in etc. 	✓	✓
Working with Others		
<ul style="list-style-type: none"> • Ability to work effectively as part of a team and across Trust sites. • Ability to work independently. • Have strong interpersonal skills. • Proven track record of working in a busy environment. 	✓ ✓ ✓ ✓	
General		
<ul style="list-style-type: none"> • Understand and comply with procedures and legislation relating to confidentiality and GDPR. 	✓	