



JOB DESCRIPTION

POST TITLE: HR Advisor

RESPONSIBLE TO: Head of HR

SALARY: £33,136 - £35,229

JOB PURPOSE:

- To provide pro-active and up to date employment advice to Headteachers, Senior leaders and the Trust Board and on occasions to other client organisations linked with the business.
- To provide support in facilitating the delivery of the HR strategy and policies of NPCAT and those policies linked with TUPE process.
- To work as part of a pro-active HR team based in Middlesbrough, covering all areas of the Trust region.

Principal Accountabilities

- To provide HR specialist advice across all aspects of Human Resource policy and process.
- To deliver advice and operate across multiple sets of terms and conditions of employment, pay scales and varying policies.
- To guide and support our Headteachers, Senior Leaders in their management of employees, promoting consistency in policy interpretation and application.
- To provide guidance and support in conducting disciplinary/grievance hearings and other meetings in relation to absence, appraisal and performance management of teaching and support staff.
- To provide guidance and support for staffing reviews appropriate to post TUPE transfers.
- To provide support to senior leaders in Trade Union consultation and negotiations.
- Manage efficiently and effectively a 'professional workload' ensuring work is organised, prioritised and delivered to meet the requirements of the role.
- To advise on and contribute to HR policy design, development and implementation across the Trust.
- Develop and manage professional relationships with internal and external colleagues and other stakeholders.

- Contribute to the strategic development activity under the lead of the Head of HR.
- Keep abreast of developments across the Educational Sector, notably in relation to the Academies Sector.
- Prepare and present reports for Senior Leaders/Managers, Governors and Directors on a range of needs including sickness, data management, performance management, casework etc.
- Support and monitor schools to ensure they have appropriate and effective HR systems and processes in place in accordance with agreed policies.
- Work in conjunction with other services and colleagues across the Trust.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the NPCAT may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

<p>The successful applicant will be subject to Enhanced Disclosure and Barring Service check</p>



**PERSON SPECIFICATION
HR ADVISOR**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	CIPD Qualified	AF,C			
	E2	A pro-active approach to continuous professional development	AF, C			
Experience & Knowledge	E3	At least 3 years post-qualification experience of working in a HR role	AF,I,R	D1	Prior experience of working within a multi academy trust	AF,I
	E4	Significant professional experience within a HR generalist function delivering an end to end remit within the education sector	AF,I,R			
	E5	Proven track record of success within HR Education role and challenging leaders within the HR context	AF,I,R			
	E6	Significant experience of managing complex and high volume casework	AF,I,R			
	E7	Proven experience of working with and influencing/managing clients	AF,I,R			

	E8	Experience of working under pressure and to deadlines	AF,I			
	E9	Experience of managing change and implementing new systems / procedures	AF,I,R	D2	An understanding of safeguarding and Child Protection issues	AF,I
	E10	In depth knowledge of employment law	AF,I	D3	Experience of knowledge of issues and challenges facing a Trust following an amalgamation	AF,I
	E11	Experience of attending and supporting Senior Leaders and Governors/Trustees in meetings, providing advice and guidance	AF,I,R	D4	Line management experience	AF,I,R
	E12	Experience of working, consulting and negotiating with Teaching and Non-Teaching Trade Union representatives	AF,I,R			
Skills	E13	Set high standards and provide a role model for staff and take responsibility for own and others professional development	I,R	D5	Able to deal sensitively with people and resolve conflicts	I,R
	E14	IT skills with a working knowledge of Microsoft Office Applications	AF,I			
	E15	Develop, maintain and use an effective network of contacts, seeking advice and support when necessary	I,R			

	E16	Communicate effectively orally and in writing to a range of audiences	AF,I,R			
	E17	Sound judgment and decision making skills	I,R			
Personal Attributes	E18	Respect confidentiality	I,R	D6	A commitment to managing the highest standards of education support services	AF,I
	E19	Work flexibly to meet deadlines and respond to unplanned situations	I			
	E20	Capacity for independent travel in line with the duties and requirements of the post	AF			
	E21	Suitability to work with children/young people	D			
	E22	Commitment to the Catholic ethos and aims of the Academy Trust	AF, I			

Key – Stage identified

AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure