**Northern Education Trust**
**Job Description**
**HR Advisor**

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| **Job Title:** | HR Advisor | | |
| **Base:** | North Shore Academy | | |
| **Reports to:** | HR Manager | **Grade:** | SCP 31 – 34 |
| **Service responsibility:** | Human Resources | **Salary:** | £33,799 - £36,876 |
| **Additional:** | Regular travel will be required. | **Term:** | Permanent |

## JOB PURPOSE

- To deliver a professional HR service to key stakeholders across the Trust.
- To work as part of a proactive, innovative and responsive HR team to provide pragmatic, creative and education focused HR solutions.
- To build and develop relationships with staff at all levels to provide support, guidance and challenge where appropriate on all HR related matters.

## JOB SUMMARY

1. Provide an efficient, effective and customer focussed HR service which supports all aspects of the life cycle of an employee. Including recruitment, terms and conditions of employment, training and development activities, ensuring compliance with employment legislation and Trust policies;
2. Build effective working relationships with key stakeholders.
3. Provide advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of good HR practice;
4. Build relationships with managers at all levels and develop a good understanding of their work so as to be able to offer solutions that are education focussed and put the student at the heart of all decisions;
5. Working with the Principal/School Business Managers, ensure effective monitoring of sickness trends and remedial action in accordance with the Trust policy and to facilitate a proactive approach to absence management to ensure a smooth return to work;
6. Take responsibility for the implementation of all HR policy, ensuring that all HR issues are dealt with within the relevant timescales;
7. Engage in promoting the values and acting as a role model for the Trust,
8. Support the development of strong communication and feedback channels with all staff and through a variety of mechanisms to support employee engagement;
9. Proactively offer the Trust a source of professional HR expertise;
10. Ensure all data on manual and computerised records is accurate and up to date and provide accurate and timely reports as and when required
11. Improve the HR level and skills across the Trust through coaching and mentoring and active participation in problem-solving and casework;
12. Be aware of the NET national recognition agreement with Trade Unions and work within this,
13. Assist with the development of HR CPD for senior staff and managers across the Trust,
14. Undertake all required HR project work.
15. Attend all project meetings as required and prepare associated documentation;

16. Proactively assist senior leaders in handling their HR needs and problems through case and project management, including grievance, discipline, capability, attendance management etc;
17. Take a proactive role in the HR interventions required in relation to safeguarding;
18. Liaise with the Trust Legal provider and other HR staff where appropriate on certain cases, according to respective expertise;
19. Ensure accurate recording of all case work including minutes, emails, letters, witness statements;
20. Support and attend Tribunal Hearings as and when required;
21. Assist with and where appropriate lead on TUPE processes for academy conversions or rebrokerage and undertake the consultation process with unions and staff;
22. Liaise with external service providers and other outside organisations to facilitate the accurate transfer of Due Diligence information;
23. 
24. Assist with and where appropriate lead on staffing restructures across the Trust, ensuring that the restructures are legally compliant and in line with Trust policy,
25. Provide advice and guidance in relation to recruitment of staff and recruitment processes generally;
26. Advise and support with the recruitment of senior staff, including at Principal level, advising on safer recruitment requirements, recruitment timelines, advertising, application pack content and candidate assessment activities where appropriate;
27. As required, attend short listing and interview panels;
28. Devise, review and update HR policies to ensure compliance with employment law and best practice;
29. Work as a core part of the NET team, fostering a positive and conducive team culture and contributing to effective collaboration within the team
30. Proactively and regularly liaise and discuss casework with appropriate staff;
31. Actively demonstrate commitment to own continuous professional development CPD and knowledge of 'best practice'
32. Continuously strengthen skills and knowledge required for effective HR case management and problem solving.

**General**

1. To participate in wider Trust meetings and working groups as required
2. Comply with Trust policies and procedures at all times, including GDPR related policies.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: ……  Date: ……..