

**Senior HR Advisor**  
**KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

Ref. 1	Knowledge/Experience	Assessed At
	<b>Essential</b>	
1.1	Minimum 36 months (within the last 2 years) human resource experience.	A
1.2	Comprehensive understanding and application of employment legislation.	A/I
1.3	Commitment to continuing professional development (which can be evidenced).	A/I
1.4	Evidence of strong experience in HR processes and procedures e.g performance management, restructuring, redundancy, harmonisation TUPE etc	A/I
1.5	Clear understanding of equal opportunities and diversity in employment with specific understanding of Gender Pay Gap reporting	A/I
1.6	Experience of developing, implementing and monitoring human resource policies and practices.	A/I
1.7	Experience of advising and persuading managers or others who have decision-making responsibilities in relation to human resource matters.	A/I
1.8	Experience of Supervising staff	A/I
1.9	Experience of preparing and delivering training courses in relation to human resource practices.	A/I
1.10	strong evidence of employee relations, negotiation and consultation including advising and supporting restructure and reorganisation.	A
	<b>Desirable</b>	
1.11	Minimum 12 months (within the last 2 years) human resource experience ideally within a College environment.	A
1.12	Experience of payroll processing and monitoring	A

<b>2.</b>	<b>Qualifications</b>	<b>Assessed At</b>
	<b>Essential</b>	
2.1	CIPD Level 5	A
2.2	Maths and English GSCE Grade C or Equivalent	A
	<b>Desirable</b>	
2.3	CIPD Level 7 Diploma	A
2.4	Qualified to degree level.	A
<b>3.</b>	<b>Skills</b>	<b>Assessed At</b>
	<b>Essential</b>	
3.1	Ability to organise work-loads of self and others and manage competing priorities.	I
3.2	Excellent written and oral communication skills	A/I
3.3	Ability to work collaboratively with external bodies, partner organisations and external examiners/verifiers.	I
3.4	Ability to provide credible and persuasive advice with personal and professional integrity	I
3.5	Ability to work in a timely and effective manner.	T
3.6	Strong analytical skills, the ability to interrogate and interpret data, spot errors or anomalies to produce accurate and succinct reports. Identify trends and issues and benchmark against external organisations	T
3.7	Ability to confidently advise and persuade managers and staff in relation to employment issues.	T
3.8	Ability to embrace and manage change in a fast paced environment	A/I
3.9	Ability to communicate, challenge and influence a variety of stakeholders effectively. Ability to present sound and well-reasoned arguments to convince others. Ability to draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.	A/I

3.10	Able to take the initiative, originate action and be responsible for the consequences of the decisions made	A/I
3.11	Ability to work confidently and independently on all aspects of HR, yet be prepared to roll up your sleeves and support colleagues	A/I
3.12	Be highly collaborative with a can do attitude and ability to build strong relationships.	A/I
3.13	Ability to motivate and coach individuals.	A/I
3.14	Management of sickness absence with the ability to recommend interventions to support managers to reduce absence levels	A/I
3.15	Advanced experience of using HR Information Systems and ability to demonstrate the benefits of systems with the ability to effectively produce meaningful and useful management information.	A/I
3.16	Experience of producing HR statistics/KPIs and can demonstrate an understanding of how these support organisational objectives	A/I
3.17	Proficient in using Microsoft office	A/I/T
3.18	Able to travel between sites	A

**Key: Assessed at**  
**A – Application Form**  
**I – Interview**  
**P – Presentation**  
**T - Test**

## **JOB DESCRIPTION**

### **JOB DETAILS**

**Job Title:** Senior HR Advisor

**Scale:** SO2 (points 26-28)

### **JOB PURPOSE**

To provide a generalist HR service, including a professional advisory role for defined schools and services in the College and to contribute to on-going HR employment policy initiatives.

To ensure information systems are reliable and that management information is provided to support the College's strategic goals.

To provide specialist advice on HR related issues to the wider HR team and serve as a first point of escalation for queries.

**REPORTS TO:** HR Manager

**ACCOUNTABLE TO:** Executive Director of HR

### **KEY RESULT AREAS**

1. Provide advice and guidance to employees, managers and trade union representatives on a range of employment issues including conditions of service, College Human Resource policies, employment legislation and best practice.
2. Provide advice and guidance to managers dealing with Employee Relation cases and absent employees by managing case-loads, including absence, performance, disciplinary and grievance in accordance with best practice and College Policies to gain resolutions and escalate reports to the HR Manager where appropriate.
3. Coach Managers through difficult discussions relating to performance, grievance and disciplinary.
4. To line manage one HR Advisor and HR Assistant including agreeing workloads, objectives, targets and monitoring progress so as to ensure a seamless HR service for the College.
5. Support the HR Manager to prepare relevant and accurate management information, reports and analysis, ensuring these are produced accurately and to schedule.
6. Assist the HR Manager to ensure the processing/monitoring of monthly payroll is completed in a timely manner.
7. Assist the HR Manager in producing and analysing local and national statistical information.

8. Develop effective working relationships with specified schools and services and advise on the full range of HR activities.
9. Work in partnership with Heads of specified schools and services and develop a good understanding of their activities in order to work with the HR Manager and Executive Director of HR to contribute to the development of HR plans which link into the overall HR Strategy.
10. Support the HR Manager and Executive Director of HR to manage potential change including restructures, redundancy and TUPE transfers, liaising with management to ensure effective staffing levels and skills are in place to deliver the curriculum, especially during the Curriculum planning stages.
11. Develop and produce first drafts of HR employment policies and procedures.
12. Support and assist with the recruitment and retention process, ensuring a quality experience is given to all candidates, attend and advise on interviews when required.
13. Manage the College recruitment process and ensure that recruitment activity is in accordance with The College's Policy on Recruiting and Selecting Staff and Equality and Diversity policies and legislative requirements.
14. Support the HR team in monitoring processes and the HR Information System for accuracy and report concerns. Work with colleagues where training issues are apparent in order to prevent future problems.
15. Lead on the implementation of the College Induction Process and work with the Learning and Development Manager to review as appropriate.
16. Maintain and contribute to the development of HR service standards, taking responsibility to ensure standards are met.
17. Undertake ad hoc project work as required and contribute to the provision of ad-hoc management information.
18. Represent the HR Manager at internal and external meetings as required.
19. Act as the point of contact for the HR Department.
20. Keep up to date with employment legislation and good practice and recommend improvements in processes to the HR Manager.
21. To deliver HR workshops to school and service management teams on HR topics.
22. To work in accordance with our Equality and Diversity policies and our Health and Safety Policies.
23. Any other duties as required appropriate to the scale/nature of the post.

**N.B. All posts are required to work flexibly across all directorates in order to meet the needs of the college on a corporate basis.**

October 2019

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of the Tyne Coast College and the Academy Trust, it must be accepted that, as the work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

The College and the Trust is committed to equality and diversity for all members of society. The College and the Trust will take action to discharge this responsibility but many of the actions will rely on individual staff members embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support initiatives on Equality and Diversity, which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College or the Trust can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to Health and Safety Policies in respect to their specific duties and responsibilities.

## **LEARNING & DEVELOPMENT**

All staff are required to participate fully in Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

The College and the Trust are committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The College and the Trust expects all staff and volunteers to share this commitment.

## **COMMUNICATION AND WORKING RELATIONSHIPS**

Internal Communication/Working Relationships

Liaison with:  
October 2019

- SEG
- Directors
- Heads of Schools
- Heads of Curriculum & Performance
- Other College Managers
- Staff
- Trade Union Representatives local

External Communication/Working Relationships

Liaison with:

- Colleges
- Universities
- AoC
- Employment Tribunals
- Trade Union Representatives at regional level
- Recruitment/Staffing Agencies
- Professional bodies relating to activities of allocated area
- Inspection bodies as appropriate

**This is not an exhaustive list – it is for illustrative purposes only**