

## Northern Education Trust – Job Description



<b>Job Title:</b>	Senior HR Advisor		
<b>Base:</b>	North Shore Academy		
<b>Reports to:</b>	HR Manager	<b>Grade:</b>	SCP 37 – SCP 39
<b>Service responsibility:</b>	Human Resources	<b>Salary:</b>	£39,782 - £41,675
<b>Additional:</b>	Regular travel will be required.	<b>Term:</b>	Permanent 37 Hours Whole Time

### JOB PURPOSE

- To deputise for the HR Manager and to provide support to the HR Team.
- To deliver a professional HR service to Trustees, senior leaders, employees and governors across the Trust
- To work as part of a proactive, innovative and responsive HR team to provide pragmatic, creative and education focused HR solutions and recommendations across the Trust
- 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 an employee's relationship and engagement with the Trust including recruitment, terms and conditions of employment, training and development activities, ensuring compliance with employment legislation and Trust policies
2. 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
3. Build effective working relationships with colleagues, managers, employees, trade unions and external parties at all levels and develop a good understanding of their work, to be able to offer solutions that are education focussed and put the student at the heart of all decisions
4. Working with the Executive Principal, Principal and Business Manager to 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
5. Take responsibility for the implementation of all HR policy, ensuring that all HR issues are dealt with within the relevant timescales
6. Be able to articulate the NET ethos and have a good understanding of how NET values can and should affect desired behaviours
7. Support the development of strong communication and feedback channels with all staff and through a variety of mechanisms to support employee engagement
8. Ensure all data on manual and computerised records is accurate and up to date and provide accurate and timely reports as and when required
9. Actively seek and identify opportunities to enhance delivery of HR services to the Trust;
10. Proactively offer the Trust a source of professional HR expertise
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. Lead on the development of HR CPD for senior staff and managers across the Trust,

14. Lead on HR audits i.e. absence and recruitment across the Trust and ensure the data acquired is used to develop good HR practice and procedure
15. Proactively assist senior leaders in handling their complex HR needs and problems through case and project management, including grievance, discipline, capability, appraisal, attendance management etc.
16. Take a proactive role in the HR interventions required in relation to safeguarding
17. Take the lead on certain complex case work whilst ensuring the Executive Principal or Principal is kept fully informed
18. Liaise with 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. 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. Attend all project meetings as required and prepare associated documentation
24. 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 HR policies to ensure compliance with employment law and best practice. To consult and HR policies with Trade Unions and attend JCC meetings when necessary.
29. To produce reports for the Trust Board as directed by the Executive Director for HR and Communications.
30. Line management, mentoring, coaching and appraisal of HR staff as directed by the HR Manager
31. Work as a core part of the NET team, fostering a positive and conducive team culture and contributing to effective collaboration within the team
32. Proactively and regularly liaise and discuss casework with appropriate staff
33. Actively demonstrate commitment to own continuous professional development CPD and knowledge of 'best practice'
34. Continuously strengthen skills and knowledge required for effective HR case management and problem solving

## **GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

## **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

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.

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.

Signed: .....

Date: .....