



Bishop Wilkinson

Catholic Education Trust

HR Advisor Job Description

Grade: J, £34,738 - £37,890 FTE
Hours: 37 hours per week, Full Year, Permanent
Reports to: Director of HR

Job Purpose

- To deliver a professional HR service for the Trust, advising on the application and implementation of HR policies and procedures and terms and conditions of employment.
- To build and develop effective working relationships with the schools within in the Trust and to provide support and guidance on all HR related matters.
- To support leaders across the Trust, offering advice and support on complex, sensitive and sometimes contentious employment related issues.

Main Duties and Responsibilities

- To provide high quality, efficient and customer focussed HR advisory service to our schools on a range of HR policies and procedures in relation terms and conditions of employment, ensuring compliance with employment legislation and Trust policies.
- To provide HR advice and support in relation to discipline and grievance, recruitment and selection, sickness absence, performance management, organisational change and training and development in accordance with the Trust's policies and procedures.
- Build relationships with senior leaders/managers at all levels across the Trust to develop a good understanding of their work to be able to offer solutions that are education focussed.
- Work with senior leaders/managers to ensure effective monitoring of sickness absence in accordance with the Trust's policy and to facilitate a proactive approach to absence management to help achieve the Trust's targets.

- To attend formal meetings as required, support investigations and prepare for meetings/hearings which are of a sensitive and confidential nature.
- Ensure accurate recording of all HR case work including minutes, emails, letters, witness statements.
- Undertake all required HR project work and 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.
- Assist with and where appropriate lead on TUPE processes and undertake the consultation process with unions and staff. Liaise with external service providers and other outside organisations to facilitate the accurate transfer of due diligence information.
- Take responsibility for the implementation of all HR policy, ensuring that all HR issues are dealt with within the relevant timescales, and to provide written and verbal responses to ad hoc queries from managers and employees. Supporting schools to ensure they have appropriate and effective HR systems in place in accordance with agreed policies.
- Provide advice and guidance in relation to recruitment of Trust staff and recruitment processes, ensuring the Catholic Education Service and Diocesan Department of Education recruitment processes are followed.
- Advise and support with the recruitment of senior staff, including at Headteacher/Deputy Headteacher level, advising Directors/Local Governing Committees on safer recruitment requirements, recruitment timelines, advertising, application pack content and candidate assessment activities where appropriate; and as required, attend short listing and interview panels, ensuring compliance with the Catholic Education Service and Diocesan Department of Education recruitment processes.
- Providing advice and guidance on pay and reward structures and procedures to Senior Leaders, Local Governing Committees and Directors in accordance with the Trust's Pay Policy and legislative requirements e.g. equal opportunities.
- Ensure HR policies and procedures are reviewed and updated in line with the Catholic Education Service model policies and procedures (where appropriate), reflecting both good practice as well as legislative requirements, and the needs of the Trust.
- To develop and maintain effective working relationships with trade unions and to participate in formal negotiations with trade union officers where required.

- Prepare and present HR and workforce reports for senior leaders/managers, Governors/Directors on Trust demographics and data, sickness absence management and casework where required.
- Support the development of strong communication and feedback channels with all staff and through a variety of mechanisms, such as the Trust HR Bulletin and employee surveys, to support employee engagement.
- Ensure all data on manual and computerised records is accurate and up to date and provide accurate and timely reports as and when required. Supporting schools in ensuring accurate employee records are maintained.
- Liaise with the Trust Legal provider and other staff where appropriate on certain cases, according to respective expertise.
- Support and attend Tribunal Hearings as and when required.
- Ensure HR knowledge is up to date, including legislation, best practice and trends in HR especially across the education sector.
- Co-ordinate, develop and provide appropriate training in respect of employment related issues. Improve the HR level and skills across the Trust through coaching and mentoring and active participation in problem-solving and casework.
- Take a proactive role in the HR interventions required in relation to safeguarding.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- To work collaboratively with the Trust Finance and Governance teams, to offer schools a seamless service.
- To work across all sites within the Trust as appropriate to undertake the role and must be able to meet the travel requirements of the post.
- To work flexibly and outside normal core hours when required.
- Respect confidentiality at all times.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.

- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

February 2021