



JOB DESCRIPTION

JOB TITLE	Human Resources Advisor
GRADE	SCP 22 - 26
RESPONSIBLE TO	Head of HR

MAIN PURPOSE OF THE JOB

The HR Advisor is responsible for delivering a comprehensive range of HR services, providing advice and support to managers and staff on a range of people management issues, and proactively identifying areas for improvement and delivering in all areas across our HR strategy.

MAIN DUTIES AND RESPONSIBILITIES

1. To provide professional and expert HR advice and support on terms and conditions of employment and all HR policies and procedures.
2. Advise, support and coach managers on the interpretation and application of HR policies, processes and procedures, ensuring these are applied fairly and consistently across WISE, and collaborate with managers to develop effective solutions to HR management issues.
3. Deliver coaching, training and development programmes to support HR policy and best practice implementation with the aim of assisting managers in their role of managing staff effectively.
4. Manage and prioritise a varied employee relations caseload, including absence, disciplinary, grievance, and performance.
5. Oversee the recruitment process ensuring all policies and procedures are adhered to and that they comply with safer recruitment.
6. Manage and administer the HR Information System and ensuring that the data and records are accurate and up to date at all times.
7. Maintain HR systems and processes such as recruitment, payroll, fixed term contracts, redundancy, redeployment register and, exit interviews, liaising with academies to ensure that paperwork is completed and returned, and provide advice on those processes as required. Proactively identify, develop and implement improvements to systems and processes to enhance service efficiency.
8. To be responsible for preparing correspondence on HR related matters to the highest professional standard. This will include formulating complex reports for employee relations cases including investigations and preparation for formal hearings, drafting settlement agreements, and drafting reports as required.

9. Co-ordinate the annual appraisal, performance management and pay review administration.
10. Review and update HR policies and procedures to ensure that they are up to date with current legislation and HR best practice. Undertaking research, keeping up to date on employment law and drafting policies in order for them to be taken through the consultation process as necessary.
11. Assist with preparing reports for the Trust Board, and provide accurate and timely management information on HR performance indicators (inc absence, retention, recruitment) in order to; minimise detrimental impact on students and outcomes; improve value for money, staff retention and staff wellbeing.
12. Manage statutory returns, e.g. Workforce Census, Pension Returns, Gender Pay Gap Reporting, Equality Duty, Trade Union Facility Time.
13. Support with development and implementation of HR improvement projects to achieve the HR strategic plan, such as initiatives to improve wellbeing, staff engagement and organisational development.
14. Take all reasonable steps to ensure confidentiality and data protection principles, raising any issues as appropriate.

Other:

- Direct line management responsibility as directed by the Head of HR.
- Undertake such duties at the discretion of the Head of HR, CEO and the Board that are commensurate with the grading of the post as may reasonably be required by the changing needs of the Trust.
- Take responsibility for own continuing professional development.

General:

- Demonstrate the vision and values of the Trust in everyday work and practice.
- Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
- Have a high profile across the Trust and develop effective relationships with staff, pupils, parents, Trustees local Governors, local businesses, stakeholders.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Attend out of school hours events as reasonably required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.