

**HR Adviser – Job Description**

|  |
| --- |
| **Post Title** HR Adviser  |
| **Salary Grade** N7  |
| **Hours of work** Part time 22.2hpw, Term Time plus 10 additional days – to be worked flexibly across the school year and to be determined by the needs of the Trust**Main work location** Prosper Learning Trust Central Office**Responsible To**  HR Manager |
|  |
| **Job Purpose:** To assist and support the HR Manager in providing support to the Trust with a wide range of HR issues in order to ensure an effective and efficient HR service provision. **Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time. |
| 1. Building effective relationships and providing HR support and guidance to the CEO, Director of Finance and Operations, Head Teachers, Heads of School, Trust Operations Manager and Senior Managers in relation to a wide range of HR Issues.
2. Delivering efficient support, advice and guidance, to the above mentioned, on all aspects of HR casework; including resourcing and recruitment, sickness absence management, performance management, disciplinary investigations and hearings, grievances, restructures, redundancies and re-organisations in accordance with policies and procedures and terms and conditions of employment.
3. Providing effective advice to schools/academies in respect of national conditions of service and employment law.
4. Supporting schools to ensure they have appropriate and effective HR systems in place in accordance with agreed policies.
5. Preparing reports for the CEO, Senior Leaders, Headteachers and the HR Manager on a range of needs including sickness, data management and HR casework.
6. Effective support to the HR Manager and the HR Administration Team in relation to casework, HR administration processes and the implementation of the new HR System.
7. Under the guidance and support of the HR Manager undertake any necessary HR research and analysis and contribute to the development of trust-wide HR policies and procedures.
8. Support the HR Manager with the development and delivery of HR training packages.

 1. Support the HR Manager in maintaining efficient and effective employee relations with recognised trade union representatives.
2. To provide cover in the absence of the HR Manager.
3. Work collaboratively across the Trust Central Team including Finance, Estates, Marketing & Communications, Health and Safety and Governance to offer schools a seamless service.

Support for the Trust and academies1. Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the Trust Operations Manager or another appropriate person.
2. Promoting and safeguarding the welfare of children the post holder comes into contact with.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall ethos/work/aims of the Trust and academies.
5. Participate in training and other learning activities and performance development as required.
6. Attend and participate in relevant meetings.
7. To undertake other duties and responsibilities as required commensurate with the grade of the post.
 |
|

|  |
| --- |
| **Additional Information**  |
| The current main duties and responsibilities of this post are outlined in this job description.  The list is not intended to be exhaustive.  The need for flexibility, shared accountability and team working is required.  The post-holder is expected to carry out any other related duties that are within the employee’s skills and abilities, commensurate with the post’s banding and whenever reasonably instructed. The job description will be reviewed regularly to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed.  This review will be carried out in consultation with the post-holder before any changes are implemented.  The post-holder is expected to participate fully in such discussions and implementation. |

 |
|  |

**PERSON SPECIFICATION – HR ADVISER**

|  |  |
| --- | --- |
| **Area** | **Essential/ Desirable** |
|
| **Qualifications and Training** |  |
| Relevant HR or Business Degree  | E |
| Level 5 CIPD qualified or qualification in progress  | E |
| An up to date working knowledge of current HR issues and employment law | E |
|  |  |
| **Knowledge and Experience** |  |
| HR experience gained within a School, Multi Academy Trust or Education setting  | D |
| An understanding of terms and conditions of employment within schools and academies | D |
| Experience of managing HR casework and organizational change  | E |
| Experience of working with unions and professional associations | E |
|  |  |
| **Skills and Key Criteria** |  |
| Excellent time management / organizational skills, with the ability to prioritise own workload effectively to meet competing deadlines | E |
| Ability to use initiative and work autonomously | E |
| Ability to maintain confidentiality and high professional standards  | E |
| Proven tact and diplomacy skills | E |
| Excellent communication and literacy skills, including the ability to present HR information / data to a wide range of audiences | E |
| Well-developed influencing and negotiating skills | E |
| Excellent IT skill, including experience and understanding of Microsoft Office packages and management information systems. | E |
| Well-developed customer service skills for effective interactions with all relevant stakeholders |  |
|  |  |
| **Personal Attributes** |  |
| Ability to travel across multi-site locations across the Trust | E |
| On occasion, the ability to work outside normal Academy working hours in line with the needs of the Trust and service provision | E |
| A supportive and co-operative team member | E |
| Highly motivated displaying resilience and reliability  | E |
| A positive attitude and commitment to equality | E |
|  |  |
| **Equal Opportunities** |  |
| Should indicate an acceptance of, and a commitment to, the principles of the Trust’s Equalities policies and practices as they relate to employment issues and to the delivery of services | E |
|  |  |
| **Safeguarding** |  |
| Commitment to the protection and safeguarding children and young people | E |
| Has up to date knowledge of relevant legislation and guidance in relation to working with young people | D |
| Successful candidate will be subject to an enhanced Disclosure and Barring Service Check | E |