Job Description - HR Adviser

Post Title	HR Adviser
Salary Grade	N7
Job Evaluation Code	A5849
Reporting To	HR Manager

Job Purpose (including main duties and responsibilities)

To assist and support the HR Manager and Senior HR Adviser 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:

- 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.
- 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.
- Providing effective advice to schools/academies in respect of national conditions of service and employment law.
- Supporting schools to ensure they have appropriate and effective HR systems in place in accordance with agreed policies.
- Preparing reports for the CEO, Senior Leaders, Headteachers and the HR Manager on a range of needs including sickness, data management and HR casework.
- Effective support to the HR Manager, Senior HR Adviser and the HR Administration Team in relation to casework, HR administration processes and the implementation of the new HR System.
- 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.
- Support the HR Manager with the development and delivery of HR training packages.
- Support the HR Manager in maintaining efficient and effective employee relations with recognised trade union representatives.
- To provide cover in the absence of the HR Manager.
- 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 academies

- 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.
- Promoting and safeguarding the welfare of children the post holder comes into contact with.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust and academies.
- Participate in training and other learning activities and performance development as required.
- Attend and participate in relevant meetings.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

PERSON SPECIFICATION – HR Adviser

Method of Candidate Assessment: A = Application
I = Interview
R = Reference

Essential	Desirable	Assessment
Skills, knowledge and aptitudes		
An up to date working knowledge of current HR issues and employment law		A, I
Qualifications and training		
GCSEs Grade C+/4+ (or equivalent) in Maths and English		A
Level 5 CIPD qualified or qualification in progress		A
Experience		
Experience of managing HR casework and organizational change	HR experience gained within a School, Multi Academy Trust or Education setting	A, I, T
Experience of working with unions and professional associations	An understanding of terms and conditions of employment within schools and academies	A, I
Personal qualities		
Excellent time management / organizational skills, with the ability to prioritise own workload effectively to meet competing deadlines		A, I, T
Ability to use initiative and work autonomously		I, T
Ability to maintain confidentiality and high professional standards		I, T
Proven tact and diplomacy skills		I, T
Excellent communication and literacy skills, including the ability to present HR information / data to a wide range of audiences		A, I, T
Well-developed influencing and negotiating skills		A, I
Excellent IT skill, including experience and understanding of Microsoft Office packages and management information systems.		A, I, T
Well-developed customer service skills for effective interactions with all relevant stakeholders		A, I

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A supportive and co-operative team member		I, R
Highly motivated displaying resilience and reliability		I, R
A positive attitude and commitment to equality		I, R
Safeguarding		
Commitment to the protection and safeguarding children and young people	Has up to date knowledge of relevant legislation and guidance in relation to working with young people	A, I
Successful candidate will be subject to an enhanced Disclosure and Barring Service Check		
Special requirements		
Ability to travel across multi-site locations across the Trust		I
On occasion, the ability to work outside normal Academy working hours in line with the needs of the Trust and service provision		I