



Learning Academy Partnership

Job Description

Human Resources Adviser

Job Title:	Human Resources Adviser
Based:	Based at Zealley House with a requirement to travel across the Trust
Grade:	NJC Grade E (Torbay)
Hours of Work:	37 hours per week, full time
Responsible To:	Trust HR Manager
Revision:	1.1 – May 2021

Main Purpose of the Post

To always put children first and uphold and drive the vision, values and 6 principles of the Trust.

To support the HR function to deliver a high quality, professional HR service across the Trust.

Working within Trust and Academy policies and procedures and being aware of legislation relevant to personal role and responsibilities.

Duties and Responsibilities

Human Resources

- Supporting the provision of effective HR support to the Trust
- Maintain all employees Personnel Files
- Support the effective management of staff data checking, personal information and appraisal records for all employees
- Support, motivate, develop and promote achievement of high standards and openness to HR team across the Trust
- To lead the recruitment process, including adverts, social media, creating application packs, coordinating applications and candidate communication
- Support the safe recruitment and selection process of all Trust staff including volunteers and oversee the management of new employees prior to appointment, including ensuring that all relevant forms and information are completed and collected; this would include:
 - Processing of DBS applications/Right to Work checks
 - Checking of academic qualifications
 - Taking up references
 - Undertaking pre-employment health screening
- To coordinate the absence management process, including record management, prompting return to work meetings and sickness absence triggers
- Support the HR Manger with informal and formal HR process and meetings including note taking at meetings, overseeing process, conducting investigations and supporting Managers with queries and process
- Manage the maternity, paternity, shared parental and parental leave process for all Trust staff
- Make referrals to occupational health service as necessary
- Support new employee induction

- Oversee new employee probation process
- Administer annual leave bookings including long service days
- Support/update the Single Central Record of employment in accordance with safer recruitment legislation as directed
- Assist Trust employees in the interpretation and implementation of Trust policies and procedures e.g. Grievance, Disciplinary and Sickness Absence, seeking advice from the Trusts' HR Manager where necessary
- Assist in preparation of data and reports for statutory returns as required
- To be responsible for your own continuing self-development

Administration

- Undertaking research and obtain information to inform decisions
- Work collaboratively with colleagues as part of a professional team, and carry out role effectively, knowing when to seek help and advice from Leaders and colleagues
- Undertake other reasonable duties and ad hoc projects, as requested, to support the changing needs and growth of the Trust
- To maintain the Trust information system to include updating absence, monitoring staff data input, ensuring KPI data is accurate, for the Trust Executive and Business Support Team
- Undertake other reasonable duties as requested in accordance with the changing needs of the organisation

General Responsibilities

- Promote and model the core values and 6 principles of the Trust.
- Lead and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the Learning Academy Partnership.
- Establish constructive relationships and communicate with other professionals.
- Attend and participate in relevant meetings and other events as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others within the organisation.
- To be a reflective practitioner who is active in the pursuit of their own professional development and that of others.

Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
 - Trust Policies
 - Code of Conduct
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. To work at all times within Code of Conduct, GDPR and the Safeguarding Policy
5. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties

and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.

Signed:

Chief Executive

Signed:

Postholder

Date:

Date:

Person Specification – HR Adviser

Attributes/ Requirements	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> ● GCSE qualification is in Maths and English (or an equivalent level of numeracy and literacy skills) ● Qualified CIPD Level 3 or above ● Committed to ongoing professional development 	<ul style="list-style-type: none"> ● Further or Higher Education
Professional Skills / Knowledge	<ul style="list-style-type: none"> ● Knowledge of UK employment law/legislation ● Understanding of safer recruitment processes and the principles of the and need for safeguarding ● Ability to act proactively with confident approach ● Ability to absorb and understand a wide range of information ● Excellent interpersonal skills ● Excellent written and oral communicator ● High level ICT skills ● Excellent organisational skills ● Ability to use initiative appropriately ● Ability to work under pressure 	<ul style="list-style-type: none"> ● Understanding of Teachers pay and associated terms and conditions of employment ● Developing and maintain contacts with outside agencies ● Knowledge of educational legislation, guidance and legal requirements
Experience	<ul style="list-style-type: none"> ● Previous experience of working as an HR Advisor, or equivalent level – providing support and advice to managers on employee relations, capability, absence, recruitment ● Experience with recruitment and selection processes up to middle management level ● Experience of allocating and prioritising workload effectively to gain maximum productivity ● Significant experience of administrative processes ● Ability to work under pressure 	<ul style="list-style-type: none"> ● Experience in HR role within the education sector (green and burgundy books)

	<ul style="list-style-type: none"> ● Ability to be pro-active and plan ahead ● Ability to work quickly and accurately to deadlines 	
Personal Qualities	<ul style="list-style-type: none"> ● Be a person of integrity ● Be able to maintain confidentiality ● Be able to remain impartial ● Have a flexible approach to working hours ● Be sympathetic to needs of others ● Have an openness to learning and change ● Have a positive attitude to personal development and training ● Be able to confidently address groups of people and individuals ● Driving license and ability to travel across the Trust 	