

Reports to: Trust People Director

Overview

Contribute to the overall success of the Trust People Strategy and Trust Improvement Plan through the delivery of a proactive customer focused HR service across the Trust which provides effective support, guidance and advice to Leaders and employees on a wide variety of HR matters such as employee relations, welfare, policy and process, recruitment.

Definitions/abbreviations

- Senior Leaders: all Senior Leaders of the Trust including Headteachers, Trust Executive Leaders, Trustees.
- Line Managers: Managers who have the responsibility temporarily or permanently for employees of one or more including Headteachers.
- Representatives: Unions and employee representatives.
- Solicitor ready: does not need changing or annotating for passing to a Senior Leader, solicitor, or Employment Tribunal.
- Legislation: includes but not limited to statute law, case law, ACAS, HSE.

Job responsibilities

Generalist HR

- Maintain the HRIS and administer all connected documentation and information to an employee on all systems.
- Monitor HR inboxes and your inbox and respond within the HR agreed time limits
- Provide high quality HR advice and guidance directly to Senior Leaders and Line Managers to facilitate the early resolution of difficult, complex, or sensitive employee relations issues, ensuring that the risks associated with such cases are effectively managed.
- Advise and coach Senior Leaders and Line Managers on the application of HR policies and procedures in accordance with current and proposed employment legislation and local arrangements, to ensure consistency, accuracy, and best practice.
- Support the People Director in implementing and embedding new strategies and initiatives across the Trust.
- Monitor and maintain the Home Office sponsorship licence and all associated checks with employees under sponsorship.
- Work with the Chief Operations Officer to ensure all Governor/Trustee HR information is accurate and up to date.
- Ensure all employment checks which are recurring are done timely and in line with Trust requirements and notify Headteachers of checks not completed after initial chase.
- Attend and minute Personnel meetings regularly with Headteachers and People Director in line with the Trust and Headteacher required agenda.
- Ensure that adequate notes of all formal meetings are made and kept which can be relied upon in subsequent internal meetings and are solicitor ready.
- Ensure the SCR is completed timely with detailed information and within KPI target including DBS renewals and risk assessments for missing information.
- Provide accurate reports to the Senior Leaders and People Director when required or timetabled.
- Complete the workforce census yearly with the People Director and communicate once completed to the Headteacher.
- Produce professional and accurate documentation in line with Trust formatting.
- Actively contribute to the development and implementation of new policies, procedures and practices and review in line with legislation, current best practice, and the Trusts requirements.
- Notify employees and Senior Leaders of policy changes timely.

- Coordinate and work in collaboration with the Headteacher on restructures following the Restructure and Redeployment Policy.
- Ensure KPIs are met and work with the People Director on improvement when required.
- Challenge unprofessional or risk conversations ensuring meetings attended apply equality, diversity, and inclusion.
- Complete leavers process and referencing timely following the Leavers Policy.
- Attend on rota JCNC to build relationships with union representatives and foster a trust based working connection.

Welfare/Health and Safety/Wellbeing

- Ensure good working relationships with employees including representatives with an honest and respectful work ethic, always maintaining impartiality and objectivity.
- Understand Health and Safety legislation and its link to HR practices and risks associated to be able to give first line advice to Line Managers and Senior Leaders to support the safety of employees through HR practices and monitoring.
- Consult with Mental Health First Aiders when appropriate but maintain confidentiality.
- Ensure risk assessments are completed as required to protect employees from harm at work including after sickness which has resulted in injury or return from maternity.
- Ensure communication with employees on leave for long term sickness or maternity to provide a smooth transition back to work.
- Apply Equality, Diversity, and Inclusion in everything you do to ensure inclusivity and a fair practice.
- Be part of the school's wellbeing team and contribute to the wellbeing strategy, ensuring it dovetails with the Trust's People Strategy.
- Manage sickness absence in collaboration with Line Managers, managing redeployment where appropriate, assisting employees back to work and referring to occupational health.

Recruitment

- Follow the Trust Recruitment Process including monitoring the HRIS and administration from adverts to inductions.
- Communicate to all applicants timely throughout the process.
- Complete the onboarding process from start to end and liaise with IT, Senior Leaders, and Finance.

Finance/payroll

- Complete documentation accurately and timely.
- Check implicit weekly and authorise purchases timely.
- Maintain the Payroll system with absence, maternity, paternity, and other leave.
- Monitor additional hours and make recommendations to the Senior Leader if regular additional hours are being worked by an employee.

Learning and Development

- Understand the legislation surrounding training and ensure all mandatory training is completed timely and recorded.
- Complete reports of outstanding training to the Headteacher and the People Director monthly in Personnel meeting.

Professional Development

- Undertake your own continuing professional development including participating in performance reviews and attending training as/when required.
- Continuously work within the CIPD Professional Map core areas and work towards an area of specialist knowledge if one is available.

Other

- Attend internal and external meetings timely and professionally.
- Promote and adhere to our Trust values and consider values in everything we do.
- Ensure you are working in accordance with the Health and Safety at Work etc. Act 1974.
- Ensure you are working in accordance with Safeguarding training and notify the Designated Safeguarding Lead of any concerns without delay.
- Complete any requests from the People Director which are reasonable considering skills, training, and knowledge.

HR Advisor PERSON SPECIFICATION

Technical/Professional Qualifications	Essential/Desirable
Minimum of CIPD level 3	E
Skills	Essential/Desirable
Proficient in Microsoft Office programmes	E
Strong analytical and interpretive skills	E
Knowledge/Previous Experience	Essential/Desirable
One years’ experience of working in a HR Department in either a HR Officer or HR Advisor role	E
Experience of interpreting policies, procedures, and situations to identify pragmatic solutions/ recommendations	E
Experienced of working with an HRIS – iTrent	D
Experienced of working with an HRIS	E
Experienced of working with a Fusion (Oracle)	D
Experienced of working with Arbor	D
Experience of advising and supporting managers on a range of employee relations matters to an appropriate conclusion	E
Experience of dealing with matters confidentially and sensitively with a sound knowledge of General Data Protection Regulation	E
Up to date knowledge of employment legislation and ACAS	E
Working knowledge of TUPE and redundancy processes	E
Understands the importance of and can demonstrate working objectively and impartially with employees, Senior Leaders, and Line Managers	E
Worked in a school environment	D
Worked in a Multi Academy Trust	D
Competencies	
Defines the future direction of Salterns Academy Trust through identifying current and future challenges and longer-term opportunities.	
Takes a solutions-focused approach to the challenges we face as a Trust. Looks at new ways of working and responding innovatively with innovative ideas or developing current approaches to meet Trust needs.	

Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential.
Shares information and presents ideas or themes clearly and convincingly so that others see us as open, transparent, and credible, and want to engage with us.
Focuses on our individual drive and personal focus to succeed in delivering against our key objectives and targets.
Works with the CIPD Professional Map core knowledge and core behaviours.
Continues to build on Salterns Trust's reputation within the education sector, becoming an employer of choice.
Collaborative working across the Trust with Senior Leaders and the People Director.
Works with a 'can do' and 'one team' work ethic which is inclusive.