



## Senior Human Resources Advisor

Support Staff: Grade 10, Points 23 to 26

## Trust Mission Statement

Our mission is to create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.



## Job Purpose

The Senior Human Resources Advisor (HR) will be a key player in the development of the HR services that are offered to the Trust's Schools, ensuring that an excellent provision is delivered at all times. The Senior HR Advisor will lead on all aspects of HR advice and guidance for a cluster of schools and support the Director of HR in the development of the HR function.

The Senior HR Advisor will work closely with Head Teachers advising them on workforce related matters that support the quality of education within schools.

## Relationships

The Senior HR Advisor will report to the Director of HR working closely as a team, but will also develop the following working relationships:

- **Central Team** – develop close and effective working relationships, ensuring that an understanding is gained of the different work that each function does so that the team can work effectively together.
- **Head Teachers** – The HR Team are expected to provide an excellent service to Trust Head Teachers, therefore excellent working relationships will need to be developed for Head Teachers to put trust into the advice and guidance that is offered.
- **Office Managers/Operations Managers** – a lot of operational work will cross over between HR and the administration teams within the schools, therefore it is important that the HR Advisor provides support, advice and guidance where possible, ensuring that excellent customer service is provided.
- **Wider Trust Staff** – The Trust will regularly receive calls and queries from Trust staff therefore the HR Advisor will need to ensure that excellent customer service and a helpful attitude is provided at all times.
- **External Stakeholders** – The HR Advisor may need to liaise with external suppliers and external individuals to support an effective running of the HR service. In particular, effective relationships with Trade Union Representatives needs to be in place.

## BEP Employee Responsibilities

- Truly support the mission statement, values and ethos of the Trust – demonstrate and role model this commitment in everything that you do to students and colleagues;
- Make safeguarding children a priority;
- Understand and comply with relevant policies and procedures, including (but not exhaustive) those relating to:
  - Child protection
  - Health, safety and security
  - Code of Conduct
  - Whistleblowing
  - Confidentiality and data protection
- Be aware of and support difference and ensure equal opportunities for all;
- Commitment to develop own professional skills;
- Work co-operatively as part of an immediate and wider team to aid effective working practices and a good quality education to the children and students within our Trust;
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



## Specific Responsibilities

### Casework & HR Advice

- Take the lead on employee relations matters for a cluster of schools providing high quality advice tailored to the context of the school
- Provide HR advice to Head Teachers in line with Trust policies and procedures
- Support the DoHR with the administration of high level casework, taking minutes, producing legal casework bundles
- Keep up to date with employment law developments, ensuring that advice and guidance that is being provided is in line with the most up to date employment law and ACAS guidance
- Support the DoHR in the development of policies and take the lead on producing and implementing procedures for the Trust working closely with Unions and Head Teachers to ensure they are fit for purpose
- Take the lead on Family Friendly matters across the Trust in particular taking a proactive stance on the management of maternity and paternity leave
- Liaise with the Local Authority on safeguarding matters should it be required

### Recruitment

- Have oversight on recruitment within the cluster of schools and check the recruitment packs and adverts prior to adverts being placed
- Support the overall strategic aims of Trust recruitment
- Provide support to the wider HR team in relation to recruitment during busy periods

### Safer Recruitment – Single Central Record Specific

- Support the DoHR in new and annual reviews of school single central records, ensuring that they are compliant with the Trust's Safer Recruitment processes
- Sign off new starter personal files when required in line with the Trust's Safer Recruitment for the cluster of schools
- Advise on safer recruitment queries as required
- Support the DoHR with the upkeep and development of resources related to safer recruitment and sharing with schools as appropriate

### Induction

- Support the Trust with ongoing development and monitoring of Trust induction ensuring that the Trust induction handbook is up to date with the correct and most up to date information being provided
- Monitor the completion rates of induction ensuring that 100% completion within the first month of new starters starting with the Trust

### Probation (Support Staff & ECT)

- Provide advice and guidance on the completion of probation reviews ensuring they are of a good quality
- Escalate any probationary issues to the DoHR when appropriate
- Work closely with the DoHR to develop a Trust wide approach to ECT probation

### **Sickness Absence**

- Take the lead on monitoring and proactive management of sickness absence across the Trust, dealing with long term sickness absence cases in a timely manner and leading on informal short term sickness absence trigger meetings for the cluster of schools
- Provide advice and guidance to line managers Trust wide on the proactive management of sickness absence
- Ensure that all paperwork is in place for sickness absence management meetings and follow up actions are in place
- Take the lead on Occupational Health referrals for the cluster of schools, ensuring that follow up actions are in place

### **Training**

- Support the DoHR in the delivery of HR related training
- Update training resources as required
- Develop and run HR training as required

### **Trade Union Activities**

- Support the DoHR in the development of Trade Union relationships
- Lead on some aspects of consultation with Trade Unions as required

### **Health & Wellbeing**

- Take the lead on health and wellbeing initiatives as required
- Take the lead on the implementation and development Trust's Employee Benefits portal as required

### **Workforce Information**

- Lead on workforce information for the cluster of schools, identifying issues with data and undertaking a proactive approach to data and HR interventions
- Support the DoHR in the collection and development of workforce information Trust wide
- Support the DoHR in ensuring accurate data is updated in the information management systems available
- Support the weekly/monthly/termly reporting of information as and when required
- Use workforce information to determine casework interventions that may be required.

### **Project Work**

- Lead on certain aspects of project work as required



## The Person

Previous experience of working within a HR role is essential

CIPD Level 3/Commitment to work towards Level 5/Must stay up to date with the most current employment law practice

An excellent communicator, written and oral who is able to offer excellent customer service and establish strong working relationships

## The Post Holder

A driven individual who strives for excellence at all times in order to offer a high quality service

Technically competent in relation to use of Microsoft Office/data systems as required

Someone with an empathetic nature who can provide appropriate advice and support to Head Teachers/line managers and staff

Signed Declaration:

I have read, understood and agree with the contents of the job description:

Name: .....

Signed: .....

Date: .....