



## **JOB DESCRIPTION**

**Post Title:** HR Advisor

**Date** April 2024

### **Summary of Role**

HR Advisors will support the HR Manager in establishing and maintaining a pro-active and effective HR service to the Trust's schools and central team.

Each Advisor will be the point of contact for a designated group of schools and will coach, guide, and advise managers on all aspects of the employee life cycle. HR Advisors will provide daily support and guidance to the HR Assistant(s) and Apprentice(s).

### **Main Duties**

1. Provide first line advice and guidance supporting managers in appropriately managing their staff that is compliant and consistent across schools. Balancing desired outcomes, school/Trust objectives and legal requirements.
2. Support the development of line manager capability so they have the skills to manage their teams. This will include group/one-to-one, on-line, or face-to-face coaching sessions and designing guidance documents and other resources.
3. Developing SOPS for all HR procedures.
4. Induction of new managers in the use of the HRIS and other staff processes/procedures.
5. Support the HR manager in change management exercises including TUPE.
6. Lead and coordinate the implementation of projects including the introduction of a new HR and Payroll system.
7. Support payroll colleagues in resolving pay issues.
8. Produce and present data and management information to inform decision making.
9. Provide case management advice for discipline, grievance, absence management and performance issues escalating complex matters to the HR Manager as appropriate.
10. Support and advise managers in relation to health and absence. Supporting managers with home visits, OH referrals and the preparation of audit trails/documents for absence review meetings.
11. Support the HR Manager in monitoring and the review of staffing policies.
12. Support managers in the preparation of job descriptions and person specifications for new roles.
13. Participate in the job evaluation of job descriptions.
14. Provide advice on the recruitment processes, including safeguarding checks and sponsorship as appropriate.
15. Support managers in the sourcing of apprentices.
16. Report the use of the Apprenticeship Levy and the balance available.
17. Monitor and produce data on equality, diversity, and inclusion compliance across the Trust.
18. Provide advice and guidance to the HR Assistants and Apprentices about contracts of employment and day-to-day employment enquiries from across the Trust.

### **General**

1. The post holder will be required to complete mandatory training from time to time. This may be in person or online covering subjects like safeguarding, data protection, cyber security and health and safety.
2. All Trust staff are required to follow the Trusts Policies and Procedures, and these can be found on the Trust's intranet.
3. Postholders will be required to attend and work from different school sites and will need access to a car and hold a valid driving license.

4. Agile working enables postholders to manage their diary and work from home for part of their working week. You must have a suitable workstation that supports your health and wellbeing. The Trust will financially support the IT and ergonomic set up of your workstation.
5. Being office based for part of the working week will be a requirement in future and you will be consulted about the location and future pattern of attendance.
6. All staff are required to respect, the Trust's distinctive ethos as a Catholic Trust and not to do anything that is detrimental or prejudicial to the interests of this.

### **Remuneration and benefits.**

The Trust broadly follows the NJC green book terms and conditions of employment.

Hours of work Monday – Friday 37 hours (flexible start and finish times)

Salary scale (Green book Grade 7/8) Scale point 29 – 34 (£37,336 – £42,403).

Annual leave 26 days plus 3 days closure during the Christmas period.

An additional 5 days leave after 5 years continuous service.

NJC occupational sick pay.

LGPS Pension Scheme.

Continuing professional development encouraged.