

Job Title:	People Advisor	Reports to:	People Business Partner
Location:	South West – Hybrid/Remote	Accountable to:	Director of People
Salary/Grade:	Devon NJC Grade F/G Salary/Grade Appointed Dependant on Experience	Hours of Work:	Full Time (37.5 hours per week)

Principle Purpose of the Role

The People Advisor will support the effective and efficient delivery of People Management support within the Trust.

The People Advisor will Contribute to the development and implementation of people management approaches, supporting organisational priorities.

The postholder will be expected to work at an operational level to provide employee relations case management and support to staff and managers across the organisation and recommend appropriate people management solutions which support the business aims, in addition to providing a customer-focused People service.

The People Advisor will support the provision of professional People advice to managers, progressing to providing independent advice as competence develops

Early-career opportunity

This development opportunity would suit an individual aspiring to build their career in Human Resources and Employee Relations. Whether you already hold a CIPD Level 3 qualification or are looking to take your first step into a People Advisor role, we are keen to hear from candidates who are committed to professional development and willing to work towards a CIPD Level 5 qualification. We will support the successful candidate to grow their knowledge, skills and experience within a busy and rewarding People Team.

Specific Responsibilities

- To develop effective and credible working relationships within the Trust that positively influences staff experience.
- Develop knowledge and capability to provide professional People advice across a broad range of areas, supported by senior colleagues.
- Provide support to the People Business Partners supporting with relevant People Management projects/activities within the areas identifying solutions to operational issues.
- Act as an advocate of People Team, promoting People Management interventions, and building the reputation and professionalism of the function across the Trust and externally.
- Foster and promote a positive climate of employment relations within the Trust supporting a partnership approach in developing and maintaining good working relationships with representatives of trade unions and staff organisations.



- To work with Headteachers and Executive Business Managers to enable management teams to meet specific workforce targets such as a reduction in sickness absence, agency usage etc.
- Report on ER activity within schools, monitor activity and quality taking remedial action where required.
- Interpret and provide input to policy requirements due to legislative changes, ensure Headteachers and Executive Business Managers are aware of the changes.
- Support the management of employee relations cases, including preparation of documentation, note-taking and coordination of processes, progressing to more complex case involvement over time.
- To work with the Head of People and People Business Partners to identify any resourcing and retention issues and recruitment initiatives, and offer People expertise in the development of appropriate resourcing strategies as necessary.
- To provide support to the People team in implementing organisational change, advising managers and staff on the people issues and the employment law aspect of any changes in order to minimise the risks to the region in both the short and longer term.
- Support the Director of People and the Head of People in the implementation of key People operational objectives under the Trusts People Strategy.
- Role model a business focused performance approach and contribute to a culture of continuous improvement.
- Champion excellent people management practices and support cultural and behavioural change to develop empowered leaders.
- Promote positive and constructive relationships between managers and staff representatives throughout the Trust, actively encouraging partnership working through effective engagement with staff and their representatives.
- To take on specific People projects as requested by the Head of People.
- To maintain consistently high professional standards and act in accordance with the CIPD code of professional conduct, and to be a role model for other members of the team.
- Proactively utilise workforce information to identify areas which might require a People intervention, and use People expertise and specialist knowledge to assist managers in achieving improvements.
- Effectively manage all data and personal information in accordance with the General Data Protection Regulations and related legislation.
- Act as an exemplary role model of the Trusts values and behaviours.
- To assist with any other administration duties as required.
- Support the Head of People/Director of People in developing the management capability of line managers, coaching and equipping them with the knowledge and skills to handle staff management responsibilities.
- The complexity and autonomy of the postholder's caseload will increase over time, subject to demonstrated competence and experience.

Development and Programme Structure (Early Career)

The postholder will:

- Undertake and successfully complete (or make significant progress towards) a CIPD Level 3 and 5 qualifications in Human Resource Practice and Management.



- Participate in structured rotations or exposure across key People functions, including:
 - Employee relations casework
 - Organisational change and consultation
 - Workforce planning and resourcing
 - Policy development and implementation
- Develop capability in analysing workforce data and supporting evidence-based decision making.
- Receive regular supervision, coaching and mentoring from senior members of the People Team.
- Participate in formal progress reviews to assess readiness to progress to a People Advisor role.
- Progress towards independently managing a range of employee relations cases, including disciplinary, grievance and absence management, as competence develops.
- During the graduate trainee period, the postholder will not be expected to independently manage complex or high-risk cases (e.g. potential dismissal or tribunal matters) without oversight from senior members of the People Team.
- Progression from an early-career People Advisor (Grade F) to People Advisor (Grade G) will be subject to successful demonstration of competence, achievement of development objectives, and satisfactory progress in professional qualification.

Generic Responsibilities

- To maintain ongoing Continuous Professional Development (CPD) activity and undertake any in-service training related to the post, including annual mandatory and role-specific training.
- To maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.
- To maintain the security of the data held in the Trust systems in line with the requirements of UK GDPR and Data Protection legislation.
- To actively participate and attend team (and other) meetings as required for updates regarding Departmental procedures and action accordingly.
- To support the Trust's internal and external audit processes.
- Champion the Trust's values and ensure health and safety practices are followed in accordance with legislation. To ensure that safe working practices are followed in respect of all areas within the provisions of The Health and Safety at Work Act 1974.
- To comply with Trust Policies and Procedures.
- To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The postholder must always meet the requirements of UK GDPR and Data Protection legislation.
- To be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

Performance Development

- The post holder will have a performance development review each term and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
- The Trust will aid and agree development objectives for the postholder to enable the postholder



to achieve their objectives and standards in line with the development plan.

- If the postholder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their line manager at the earliest opportunity.

Demands and Working Conditions

- This is an operational post and there will be considerable conflicting work demands, deadlines and interruptions, particular during peak periods and operational deadlines.
- The postholder is to undertake other duties commensurate to the grade of the post.
- Adhoc travel to attend training events and meetings may be required.
- There may be occasions when it will be necessary to cover other roles within the team or to work with other colleagues when there are peaks and pressing issues.
- There may be a requirement to spend large amounts of time working on sensitive information, for example, reports and audits.

Note: You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such, the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.



Person Specification

Education and Training			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Three GCSE/O Level/Functional Skills passes to include grade C/4 or above in English and Mathematics (or equivalent)	E	X	
Commitment to studying towards a CIPD Level 3 and 5 qualifications as a minimum	E	X	
Attainment of CIPD Level 3 and Associate Membership status	D	X	
Experience, Knowledge and Skills			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Working knowledge of UK GDPR and Data Protection legislation	E	X	
Previous experience of working in HR the education sector in HR	E	X	
Excellent written, verbal and presentation skills, including the ability to produce reports that are clear, concise and outcome oriented	E	X	X
Working knowledge of academies	E	X	X
Ability to thrive in cross-functional environments and easily partner with diverse team members	E		X
Self-starter able to work autonomously with minimal supervision	E		X
Effective time management and project planning skills – able to prioritise, construct critical paths and meet deadlines	E	X	X
Highly developed interpersonal skills, able to quickly achieve professional and personal credibility through deployment of influencing, persuasion skills and a results focus approach	E		X
Well-developed knowledge of current human resources practice and employment law	D	X	X
Experience of a proactive partnership approach with organisational management teams, where integration is key to aligning People with the business	D	X	X
Experience in an advisory operational generalist role, covering a wide range of People responsibilities, including employee relations case management in the areas of discipline, grievance, sickness absence management and related reporting activities and tasks	D	X	X
Knowledge of HR MIS systems	D	X	X
Working knowledge of NJC Job Evaluation	D		X



Experience of advising line managers on application of terms and conditions of employment	D		X
Personal Attributes			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Commitment to safeguarding and promoting the welfare of children and young people	E		X
Ability to analyse information and apply learning in a practical context	E		X
Clear understanding and working knowledge of Reach South Academy Trust, its ethos and values partners, relevant systems and procedures	E		X
Demonstrate personal and professional integrity, including modelling the Trust values at all times	E		X
Demonstrable interest in developing a career in Human Resources	E	X	X
Effective team player' and able to facilitate effective team working for others	E		X
Ability to travel as and when required to fulfil the duties of the role	E	X	
Proactive and positive in your attitude along with tenacity to see things through to the end	E		X
Resilient in the face of challenges and calm under pressure	E		X
Ability to be adaptable, work flexibly and manage own workload, working with limited management	E		X
Motivated to work within the education sector and alignment with Reach South values and behaviours	D		X

