

<b>Job Title</b>	People Officer – Employee Relations & Compliance
<b>Accountable To</b>	Head of People
<b>Accountable for</b>	People Administrator (operational supervision of allocated work)
<b>Grade</b>	UKAT Band D

<b>Purpose:</b>
<p>To provide professional HR advice, employee relations support and operational compliance delivery across the Trust, ensuring consistent application of HR policies, effective case management and accurate workforce records.</p> <p>The postholder will support the delivery of the Trust's People Strategy by providing high-quality HR support to managers and employees, maintaining effective HR processes and contributing to a positive employee experience.</p> <p>The postholder will work alongside the People Officer – HR Operations, sharing responsibility for delivering an effective and responsive People service across the Trust.</p>

## **Key Accountabilities**

### **Employee Relations and HR Advisory Support**

- Manage allocated employee relations casework across the Trust, including disciplinary, grievance, capability and absence management processes, ensuring fair, consistent and timely application of HR policies and procedures. Provide professional HR advice and guidance to managers, escalating complex, sensitive or high-risk matters to the Head of People at an appropriate stage.
- Support managers in the effective management of attendance, performance, and conduct matters.
- Prepare accurate HR documentation, correspondence, and case records to support effective case management.
- Ensure employee relations activity is recorded accurately, and workforce risks are identified and escalated appropriately.

### **HR Policy Implementation and Process Improvement**

- Support the implementation of HR policies and procedures across the Trust, ensuring consistent operational application.
- Provide guidance to managers on policy interpretation, escalating matters requiring strategic clarification to the Head of People.
- Contribute to the review and continuous improvement of HR processes and employee experience..

### **Safeguarding, Compliance and Audit Support**

- Support the delivery of workforce compliance requirements, ensuring appropriate records and processes are maintained.

- Support the maintenance and accuracy of the Single Central Record, ensuring information is complete, current and compliant with statutory requirements.
- Provide information and documentation to support internal and external audit activity.
- Escalate compliance risks or gaps to the Head of People.

### **Absence Management and Occupational Health Coordination**

- Manage operational absence processes, ensuring appropriate records are maintained and managers receive timely HR support.
- Coordinate occupational health referrals and monitor actions arising from recommendations.
- Support the development of effective approaches to attendance management across the Trust.

### **Workforce Data and HR Systems**

- Maintain accurate employee records and HR systems information, ensuring data integrity and compliance with agreed processes.
- Support workforce reporting requirements by providing accurate information and analysis as required.
- Contribute to improvements in HR data quality and reporting processes.

### **Learning and Development Support**

- Support implementation of learning and development activity aligned with the Trust's People Strategy.
- Monitor completion of mandatory training requirements and provide reports to support compliance.
- Support induction and employee development processes.

### **Team Support and Administration Supervision**

- Provide day-to-day direction and prioritisation of work for the People Administrator in relation to allocated activities.
- Support effective coordination of HR administration processes, ensuring work is completed accurately and within agreed timescales.
- Contribute to a collaborative and customer-focused People Team environment.

*The University of Kent Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check.*

# Person Specification

<b>Job Title</b>	People Officer
------------------	----------------

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• HR Level 3 CIPD qualification</li> <li>• 5 GCSEs (including English &amp; Maths) A*-C or hold equivalent qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll qualification (certificate)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a HR role</li> <li>• Working effectively in an office environment</li> <li>• Using HR (or other ICT systems) systems</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school environment</li> <li>• Use of school based MIS</li> <li>• Use of HR database</li> </ul>
<b>Knowledge &amp; skills</b>	<ul style="list-style-type: none"> <li>• Well-developed ICT skills</li> <li>• Positive demeanour and solutions focused approach</li> <li>• Ability to plan, organise and meet deadlines</li> <li>• Attention to detail and ability to work without direct supervision</li> <li>• Ability to be discreet and maintain confidentiality</li> <li>• Ability to deal sensitively with employees</li> <li>• Have a flexible and 'can-do' approach to work</li> <li>• Ability to work under pressure and manage own workload</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to work on own initiative and as part of a wider team</li> <li>• Professional and calm manner</li> </ul>	

*The University of Kent Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check.*