

SHINE Academies
People Advisor Job Description and Person Specification

Job Title:	People Advisor
Reporting to:	Director of Operations
Grade:	NJC Grade 7
Job Purpose	
<p>The People Advisor will provide high-quality and consistent people management advice to support to schools and leaders across the Trust. Working as part of the Trust's Central Team, the role will support the delivery of effective employee relations, people policies, and workforce practices, ensuring compliance with employment legislation and education-specific requirements.</p> <p>The postholder will act as a trusted advisor to Headteachers, school leaders, and central colleagues, helping to build confident leadership capability while promoting a positive employee experience and Trust-wide consistency.</p>	
Employee Relations and Advisory Support	
<ul style="list-style-type: none"> Provide timely, accurate, and practical advice to school leaders on a wide range of people matters, including but not limited to: absence management, performance and capability, conduct and disciplinary matters, probation processes, grievances and dignity at work concerns and flexible working and family-friendly rights. Support and, where appropriate, lead on employee relations casework, ensuring processes are followed fairly, consistently, and in line with Trust policies and employment law. Prepare clear and professional documentation, including letters, reports, and support formal meetings and hearings as required. Support the management of sickness absence, including monitoring absence trigger points, providing professional support at sickness absence meetings, and drafting occupational health referrals in line with Trust policy and statutory guidance. Support internal Trust employment investigations, including disciplinary, grievance, and other formal processes, ensuring timely, thorough, and legally compliant outcomes, and producing clear investigation reports and documentation. 	
Policy and Compliance	
<ul style="list-style-type: none"> Support the consistent application of Trust people policies across all schools. Contribute to the review and development of policies and guidance to reflect changes in legislation and best practice. Support the delivery of the Trust's termly Joint Consultative and Negotiation Committee (JCNC) meetings, including preparation of agendas and papers, and contribute to maintaining effective, professional working relationships with recognised trade unions. Ensure people practices support safeguarding, safer recruitment, and the Trust's statutory responsibilities as an employer. 	
Workforce Administration and Recruitment	
<ul style="list-style-type: none"> Provide advice and support on recruitment processes, contractual matters, and onboarding. Provide ad-hoc support with workforce administration, including issuing contracts and variation letters, supporting new starter and leaver processes, issuing of annual salary statements, and assisting with payroll-related activity, as required to ensure continuity of service. Support schools with the completion of the annual workforce census, providing guidance, clarification, and quality assurance to ensure accurate, timely, and compliant submissions. 	
Other	
<ul style="list-style-type: none"> Maintain and update people-facing documentation, including candidate recruitment packs, induction materials, and the Trust's staff intranet content, ensuring information is accurate, accessible, and aligned with Trust policies and values. Support the central team with the preparation and reporting of people-related key performance indicators (KPIs) to the Trust Board, contributing accurate data, narrative insight, and analysis as required. 	

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- Promote the Trust's values and culture in all people-related activity.
- Ensure compliance with GDPR and data protection requirements, handling personal and sensitive information lawfully, securely, and confidentially in line with Trust policies and statutory obligations.
- Take responsibility for own continued professional development, actively maintaining up-to-date knowledge, skills, and professional practice relevant to the role.
- Carry out any other duties commensurate with the responsibilities and grade of the role, as reasonably required by the Trust.

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Person Specification			
	Essential	Desirable	Application/Interview
Education			
Good standard of English and Maths	✓		A
CIPD Level 5 Qualification (or working towards) or equivalent practical experience	✓		A
Evidence of relevant CPD	✓		A I
Knowledge & Experience			
Demonstrable experience of providing HR/People advisory support across a range of employee relations matters	✓		A I
Sound working knowledge of UK employment law and HR best practice	✓		A I
Experience of advising and supporting managers in a complex or multi-site environment		✓	A I
Demonstrate an understanding of Data Protection and the need for confidentiality in dealing with HR issues	✓		I
Demonstrate a commitment to promoting equality in the workplace	✓		I
Demonstrate an understanding of safeguarding related HR matters	✓		I
Experience working within a unionised environment		✓	A I
Experience working within the education sector		✓	A
Skills and Abilities			
Demonstrate proficient use of Microsoft Products (word, excel, outlook and powerpoint)	✓		A I
Demonstrate excellent communication and interpersonal skills	✓		I
Excellent professional verbal and written skills including writing letters and reports in line with the Trusts branding	✓		A I
Ability to build trust and deal tactfully and appropriately to sensitive matters	✓		I
Excellent time management skills, ensuring deadlines are met and expectations are managed	✓		I
Personal Qualities			
Commitment to the Trusts values	✓		I
Ability to work collaboratively with a solution focused approach	✓		I
High level of professionalism, discretion and integrity	✓		I
Other			
This post is subject to an enhanced DBS disclosure.	✓		
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.	✓		