



JOB SPECIFICATION
People Advisor

Reports To: Chief People & Organisational Development Officer

Why	Job Summary	
	As a People Adviser, the post-holder will split their time between project management, policy development focused tasks, and then managing an employee relations caseload, advising line managers appropriately, both face to face & over the phone.	
What	Main Responsibilities	
	<ul style="list-style-type: none"> • Advising Managers throughout the Trust on best practice, employment law and people related policies, including managing ER casework. • Guiding managers and employees through investigation, disciplinary, and grievance procedures, checking and reviewing that the necessary actions have been taken, and that the relevant paperwork has been completed and logged etc. • Providing support to managers throughout the people processes, including assisting with interviews, advising panels and ensuring both internal & external applicant vetting in line with Keeping Children Safe in Education Guidance. • Managing the Trust's People management processes including data accuracy and compliance tasks (working alongside People Associate Advisors and People Operations Manager) • Updating logs with all enquiries received/advice given/issues raised to the directorate and chasing them for closure • Maintaining, reviewing and updating the directorate policies, procedures, manuals, and training documentation in line with statutory legislation and best people practices. • Undertaking occasional travel to other Trust sites, ensuring high levels of visibility & people manager engagement • Any other duties as deemed appropriate 	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Actively promotes the Trust's ethos internally and externally
		Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people
		Reliable and consistent in achieving targets
		Organises contributors to reach goals and milestones
		Instils confidence that the objective will be achieved
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Lead departmental training on a relevant issues
		Act as a reviewer in the Trust's performance development system
		Consistent outstanding practice leads to developing skills in leadership and management and highly effective professional contribution
		Challenge, influence and motivate others to attain high goals
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Managerial experience is built upon an understanding of Trust ethos
		Connects with team members and is accessible to colleagues
		Independently develops project proposals with key objectives and proposed outcomes
Motivates and delegates appropriately in order to achieve objectives		

Context		Sets clear objectives		
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish goals</i>	May provide guidance and supervision on setting tasks		
		Makes medium term plans; anticipates problems and prioritises actions		
		Prioritises own workload to achieve project activities in agreed timeframe		
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Actively informs and briefs colleagues within team of developments, challenges and changes		
		Clear, concise and confident when communicating both verbally and in writing		
	Problem Solving/Decision Making <i>Able to identify a potential problem; propose and assess solutions and decide upon course of action</i>	Proactive in providing innovative solutions and evaluating alternatives		
		Takes responsibility within the team for making decisions and moving things forward, using good judgement		
		Presents information, recognises the most relevant information and forms conclusions		
		Able to initiate actions in an emergency and seeks to prevent problems occurring		
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond our academies and across the Trust.	
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.	
		Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner. Work with an HR/Recruitment Assistant and delegate tasks appropriately.
Travel			You will be required to travel between academies as necessary.	
English Language Fluency			An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.	
Education, Qualifications and Experience (EQE)		<ul style="list-style-type: none"> • A commercial outlook to managing people issues, which MUST include managing elements of ER casework • Strong people project management and policy development experience • A CIPD qualification or a relevant experience of working with in the CIPD framework for people management • Excellent attention to detail, matched with strong communication skills • 'Can do' attitude, with a proactive outlook to problem solving 		
Safeguarding		All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo		

		relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
	Data Protection	All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.