



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

## People Advisor

### South Yorkshire Academies

## ROLE SPECIFICATION

<b>Academy / Department</b>	Central Services People and Organisational Development
<b>Post title</b>	<b>People Advisor</b>
<b>Responsible to</b>	People Partner
<b>Full time Salary</b>	£34,211 Fixed Term, Maternity Cover
<b>Working pattern</b>	Full Time, Fixed Term Maternity Cover 9 Months
<b>Working hours</b>	8:30am to 4:30pm
<b>Pension</b>	Local Government Pension Scheme 24% employer contribution 8.9% employee contribution  (noting, you can choose to opt out)
<b>Annual Leave</b>	29 days + statutory bank holidays

## ROLE SUMMARY

Are you a People/HR professional with sparkle, passion and the ambition for delivering first rate People Advisory service? Are you someone who is inspired to deliver an excellent employee life cycle and providing expert guidance on legal compliance and regulatory matter?

Our people advisor provides our South Yorkshire academies with expert employee relations and advisory support. Supporting with all aspects of the employee lifecycle as a centre of expertise. As a central services function, our people advisor will ensure that our leadership teams have the support to deliver on their people needs and maintain their core focus on improving educational outcomes for our students.

You will have oversight of employee relations for your academies at all points of the employee lifecycle, including entry and exit and contributing to the development of policies, process and procedures.

You will work under the line management and guidance of the People Partnering Manager but will collaborate daily with the People partners, ensuring a more collegiate approach to all people related matters. You will oversee employee relations and the management and application process.

You will be required to undertake the administrative work related to your role and support with data reporting as required.

You will play a key role in challenging social disadvantage, delivering on our diversity, equity and inclusion commitments, ensuring regulatory compliance and contributing to the Trust's vision, growth and strategic plan.

You will;

- ★\* Work closely with leadership teams to embed our shared vision, values and Trust dividends, ensuring that it is understood by staff and students.
- ★\* Ensure compliance with employment law and local arrangements, delivering as the centre of expertise in employee relations and advisory.
- ★\* Provide a best-in-class people service to academies/functions within the Trust with regular meetings and updates.
- ★\* Analyse people metrics and data to inform decision-making, identifying areas of risk, actively managing data dashboards and reports.
- ★\* Contribute to the development of policies, procedures, supporting documents and templates covering all aspects of people activity.
- ★\* To support the implementation of Trust-wide people initiatives and cultural change.
- ★\* Stay updated on current people trends and legal developments to ensure the Trust's policies are current and compliant.
- ★\* Support departmental projects to create value, drive operational excellent and efficiency.
- ★\* Deliver practical advice; training; and coaching to managers/leaders on all aspects of people management; policy launches; system initiatives and applicable changes to employment legislation.
- ★\* Contribute to the continual development and improvement of practical toolkits and managers resources
- ★\* Work closely as a collaborative team with colleagues.

## **KEY ARAS OF RESPONSIBILITY**

### **Employee Relations / Advisory**

- ★\* Manage and resolve employee relations issues, conducting thorough and objective investigations when necessary, managing time scales to close cases and manage with efficiency.
- ★\* Act as a guardian of the Trust people policies and procedures providing support.
- ★\* Support and coach leaders to effectively manage employee relations issues that arise relating to discipline, grievance, attendance and performance management matters.
- ★\* Be the centre of expertise on any change management, particularly in relation to academy transfers into the Trust, including but not limited to restructure, redundancies and TUPE.
- ★\* Ensure effective grievance, absence management, staff wellbeing, underperformance and disciplinary procedures are managed effectively and in a timely manner.
- ★\* Operationally lead the planning and implementation on staff structures and support leaders to build credible business cases including financial analysis, options and recommendations to maximise efficiency and meet improvement plans.
- ★\* Engage with, and challenge, senior leaders about purpose, principles, process and benefits of change in staffing structures which are linked to the Academy

Improvement Plans and future needs.

## Industrial Relations

- ★ In conjunction with the People Partners and the People Partnering manager, you will manage and maintain positive industrial relations at with elected workplace representatives and local level representatives, building positive relationships with cross collaboration.

## Learning and Development – Astrea Talent Programme

- ★ Work with academy operations managers and the People Partners to identify training needs aligned with the Astrea Talent Programme and performance of employees as part of retention strategies in collaboration with the learning and development team. Cross collaborating and sharing information to support employees with their development, embedding a culture of continual learning  
*Note: you are not expected to administer any L&D requirements.*

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education and Training</b>		
Demonstrable equivalent work experience in generalist and advisory HR	•	
CIPD level 5 or equivalent experience		•
Evidence of commitment to continuous professional development	•	
GCSE English and Math at a minimum grade C or 4	•	
Management training or post graduate qualification		•
<b>Knowledge</b>		
Knowledge and understanding of the education sector, and the role of trade unions		•
An understanding of the basis on which HR policies are designed and operated and their interface with recruitment and resourcing		•
An understanding of contracts of employment	•	
An understanding of recruitment and retention issues facing the education sector		•
Knowledge of Ofsted, DfE, academy legislation and School Teachers Pay & Conditions, including local arrangements. Understanding of green and burgundy book.		•
Strong knowledge of employment laws and regulations	•	
<b>Experience</b>		
Experience in recruitment, initial employee lifecycle and onboarding		•
Experience of drafting letters, reports and correspondence to a high standard with an eye for detail	•	

Experience in a fast-paced People (HR) team delivering a high-quality service	•	
Experience of providing employee relations/generalist HR advice and guidance to Senior Leaders	•	
Experience of managing a significant caseload of HR cases from start to finish achieving successful outcomes, managing and mitigating risk.	•	
Experience of implementing effective HR systems and procedures	•	
Experience in the education sector		•
<b>Professional Skills</b>		
In depth knowledge of current employment legislation and best practice	•	
Negotiation and influencing skills	•	
Ability to manage a varied and complex workload, delivering to timescales	•	
Excellent planning, organisation and negotiation skills	•	
Strong ICT skills including the ability to use and report from a HR Systems	•	
Well-developed communication skills, the ability to inspire confidence in others	•	
Resilient - with the ability to handle high levels of pressure and be able to meet deadlines	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for people practice	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equity and Inclusion	•	
Ability to command credibility and respect		
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

## **GENERAL RESPONSIBILITIES**

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Develop and implement own professional development and skills.
- ★ ★ This role requires travels to academies and therefore you must be able to travel efficiently between sites.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.
- ★ ★ All roles are subject to a satisfactory enhanced DBS (disclosure and barring service) check.
- ★ ★ This role is not subject to a S128 check.