



Job Title	Senior HR Adviser		
Reports to	Head of HR Advisory	Responsible for	N/A
Grade	Grade 8	Job Family	Admin

Job Summary

To provide high-quality, proactive and consistent HR advice and support across Brooke Weston Trust, working closely with school leaders and the People Team to manage complex employee relations matters, workforce risks, organisational change and policy compliance. The Senior HR Adviser provides expert practical support to schools, ensuring people matters are resolved effectively, managers are supported to build confidence and capability, and Trust policies and statutory requirements are applied fairly and consistently.

Job Responsibilities

Employee Relations and Workforce Risk

- Provide a responsive and high-quality HR service to schools, ensuring advice is timely, practical and aligned with Trust expectations. Take ownership of complex employee relations matters offering guidance and practical support to ensure cases are managed effectively and consistently.
- Deploy resources appropriately to support schools with hearings, investigations and formal processes, ensuring appropriate preparation, governance and procedural compliance.
- Manage organisational restructures and support leaders through consultation and implementation processes, under the guidance and Leadership of the Lead People Business Partner and Director of People and Projects.
- Maintain oversight of allegation management across schools, regularly reviewing staff conduct logs and supporting schools with the management of these.
- Maintain a Trust-wide casework tracker, ensuring effective oversight of casework volumes, trends and organisational risks.
- Support with the development and maintenance of templates, guidance and supporting documentation to promote consistent and effective employee relations practice.
- Working with Trade Unions in negotiations, consultations and case work whilst maintaining a good working relationship.
- Build effective working relationships with school leaders and operational teams, providing expert HR advice and support on complex people matters. Work closely with the Lead People Business Partner to ensure school support is coordinated, consistent and aligned with Trust priorities.
- Undertake OH referrals and support schools with managing long term sickness processes in a supportive and effective way.



- Evaluate and moderate job descriptions in line with the Trust evaluation scheme and job families matrix.

Workforce Intelligence & Reporting

- Support the Lead People Business Partner and Director of People and Projects in developing and maintaining workforce dashboards and organisational health indicators.
- Use workforce data and intelligence to identify trends, risks and opportunities within assigned schools.
- Ensure casework, workforce and organisational data are used to inform priorities and interventions.
- Promote a culture of evidence-based decision making across the People function.
- Monitor applications of HR policies and procedures to ensure consistency and compliance with Trust standards, best practice and legislative requirements. Providing support where necessary

Policy & Compliance

- Contribute to the development, consultation and implementation of People policies.
- Support compliance with statutory requirements, safer recruitment expectations and Trust procedures.
- Support internal and external audits where required, including termly audits of safer recruitment practices and SCR.
- Ensure emerging legislative changes are understood and appropriately implemented across the Trust.

Training and Development

- Support with the development and delivery of people management training across the Trust. Ensure managers have access to appropriate guidance and resources
- Deliver training on behalf of Brooke Weston Trust through the Centre for Professional Development.
- Support the development of management capability across the organisation.

Continuous Improvement & Best Practice

- Identify opportunities to improve practices, processes and service delivery.
- Ensure best practice is shared and embedded across the Trust.
- Promote a culture of continuous improvement, collaboration and learning across the People Team.
- Act as an ambassador for the People function, demonstrating professionalism, consistency and a solutions-focused approach.



Training and Development

Training and development will be given to ensure that the post holder is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.



Person Specification

Education and Qualifications	Criteria
English and Mathematics GCSE or equivalent	E
Level 5 CIPD	D
Full driving licence	E

Experience and Knowledge	Criteria
Experience managing ER casework and advising managers and employees	E
Experience of working in a school HR environment.	D
Excellent stakeholder management and relationship building	E
Experience of developing and delivering training for employees and managers	D
Current employment law knowledge and able to demonstrate its interpretation and practical application within varying work environments	E
Excellent presentation skills and clarity in writing reports and similar	D
Ability to demonstrate a professional commitment to EDI, embedding throughout all people related activity	E
Experience of implementing change effectively including lessons learned, continuous improvement	D
Leading and managing project to agreed timescales, quality standards and costs	D

Skills and Abilities	Criteria
Excellent ability to make and sustain positive relationships.	E
Ability to communicate effectively in both written and oral form.	E
Knowledge and experience of using ICT including Microsoft packages such as Excel, Word and Outlook	E
Ability to maintain efficient record keeping systems	E
Ability to work in collaboration with other professionals and also able to work unsupervised	E
Ability to meet deadlines through effective prioritisation of workload	E

Personal Qualities	Criteria
Enthusiastic and committed	E
High standards of professionalism and confidentiality	E
A forward-thinking approach and ability to demonstrate initiative	E
Display calmness under pressure; but remain focussed	E
Excellent team player and collaborates effectively	E
Ability to solve problems	E

E Essential

D Desirable