

 <p>GREENWOOD ACADEMIES TRUST</p>		JOB SPECIFICATION Junior People Advisor	
Reports To: Senior People Advisor			
Why	Job Summary <ul style="list-style-type: none"> To assist with managing an employee relations caseload, working under the supervision of People Advisors. 		
	What	Main Responsibilities <ul style="list-style-type: none"> Proactively engage with Advisors to support casework administration and projects as required. Provide guidance and administrative support to Advisors and managers on People processes, policies and employment law. Point of contact for Central Team recruitment, facilitating the safer recruitment process, including posting job openings and coordinating interviews. Assist in the implementation and improvement of People policies and procedures, ensuring they align with organisational goals and legal requirements Develop training documentation to support People processes and deliver training sessions as required. Maintain accurate employee records and People systems, ensuring confidentiality and compliance with data protection regulations. Maintain confidentiality and uphold safeguarding standards in all aspects of the role. Provide general administrative support to the People Team, including responding to employee enquiries, data entry and preparing reports. To work collaboratively within the People Team to ensure high standards of service delivery. Any other duties as deemed appropriate commensurate to the role. 	
Context		Professional Standards	Business service functions – can reflect on their progress, successes, strengths and areas for further development against their relevant professional standards, eg Chartered Accountancy, Personnel and Development, Health and Safety, Estates Management, Procurement, Marketing, Governance, Internal Auditors, which are also incorporated into the (ISBL) professional standards Plus, there is an expectation all colleagues adhere to the Seven Principles of Public Life (also known as the Nolan principles).
	Education, Qualifications and Experience (EQE)	GCSEs (or equivalent) in English and Maths at grade C/4 or above. Evidence of ongoing professional development in HR or a related field is desirable. CIPD Level 3 qualification (or working towards) is desirable.	
	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.	
	Digital	Confident using Microsoft Office (Word, Excel, Outlook).	
	Travel	Undertake occasional travel to Trust sites as required.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

	<p>Candidate requirements: (eg skills, knowledge, value added skill - ie the essential/ desirable skills of a person to fulfil the role)</p>	<p>Competency Areas:</p> <p>Strong administrative skills with excellent attention to detail.</p> <p>Proactive and professional approach with the ability to manage multiple priorities.</p> <p>Clear, concise and confident when communicating both verbally and in writing.</p> <p>'Can do' attitude, with a proactive outlook to problem solving.</p>
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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.