

Batley Multi Academy Trust - Job Description

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| Trust Post: | Batley Multi Academy Trust |
| Department: | People and Talent |
| Post: | People and Talent Advisor |
| Grade: | 9 |
| Accountable to: | Director of People and Talent |
| Responsible for: | N/A |
| Purpose of Job | |
| To deliver an effective, best practice Human Resources (HR) service to the schools within Batley Multi Academy Trust (the Trust), providing guidance and support to leaders and employees across key operational areas, including recruitment and retention, job evaluation, sickness management, induction, terms and conditions of service and employee relations issues that arise across the Trust. | |
| Responsibilities | |
| HR Advisory <ul style="list-style-type: none"> • Proactively support leaders in the effective application of HR policies and procedures. • Provide advice during disciplinary, grievance, absence/welfare and other such policy application processes, including at investigations and hearings. • Attend regular meetings with Headteachers/ Senior Leaders to provide general advice and guidance. • Provide employee relations expertise on cases that arise across the Trust. • Develop and maintain a positive and constructive working relationship with all internal and external colleagues, including Trade Union colleagues. • Engage in consultation with Trade Union colleagues in relation to both operational issues/cases and organisational change. • Develop and deliver training courses to middle and senior leaders to raise awareness of people management issues and HR policies/procedures. • Assist in the provision of HR management information and analytics. • Deputise for the Director of People and Talent in their absence as directed and offer support and guidance. | |

Recruitment, Selection & Induction

- Support the promotion of the Trust employer brand in all activities.
- Coordinate recruitment, selection and induction processes via the applicant tracking system.
- Prepare and place job advertisements and produce job specifications, offer letters and statements of main terms.
- Ensure that all required pre-employment checks are undertaken in a timely manner, immediately alerting the Director of People and Talent to any issues with checks received or any outstanding pre-employment checks prior to the employee's date of commencement.

Additional Responsibilities

- Support distinct projects such as employee wellbeing, managing change e.g. restructures, and managed staffing reduction exercises.
- Ensure exit interviews are conducted for colleagues who request these.
- Maintain the Single Central Register (SCR) for colleagues in the central Trust team and Members/ Trustees.
- Undertake periodic SCR audits for schools as directed.
- Prepare payroll instructions for colleagues in the central Trust team, for approval by the CEO.
- Remain up-to-date with relevant employment legislation, case law and best practices and to participate in relevant training and development opportunities as required.

Additional Information

- Undertake any such duties commensurate with the post as directed by the CEO/Director of People and Talent.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A strong knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

| Qualifications, Skills, Experience | Essential/ Desirable | Method of assessment |
|--|---------------------------------|--|
| Educated to A-Level standard. | Essential | Certificates |
| CIPD Level 7 qualification or equivalent or willingness to work towards. | Essential | Certificates |
| Experience of undertaking HR advisory work and managing multiple cases, including disciplinary, grievance, conduct, absence/welfare and other such policy application processes. | Essential | Application Form/ Selection Process |
| Significant experience of undertaking recruitment and selection processes. | Essential | Application Form/ Selection Process |
| Experience of working with Trade Unions/ Professional Associations. | Essential | Application Form/ Selection Process |
| Experience of monitoring HR measures of performance and preparing reports for management teams. | Essential | Application Form/ Selection Process |
| In depth knowledge of statutory legislation, including Human Resource management and Employment Law. | Essential | Application Form/ Selection Process |

| Performance Attributes <i>Please note, all the following criteria are essential</i> | Method of assessment |
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| Good IT skills. | Application Form/ Selection Process |
| Excellent written communication skills and the ability to provide concise, clear and consistent advice. | Application Form/ Selection Process |
| Makes an active contribution to working flexibly with colleagues within and across the teams and supports | Application Form/ Selection Process |

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| others to achieve shared goals. | |
| Takes a flexible approach to changing priorities or unexpected situations. | Application Form/ Selection Process |
| Consistently performs to the best of their ability in accordance with the Trust's policies and procedures and delivers an efficient and effective service. | Application Form/ Selection Process |
| Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues. | Application Form/ Selection Process |
| Recognises the importance of continued professional development and identifies training needs. | Application Form/ Selection Process |
| Represents the Trust with integrity and professionalism. | Application Form/ Selection Process |
| Resilient and able to work under pressure. | Application Form/ Selection Process |