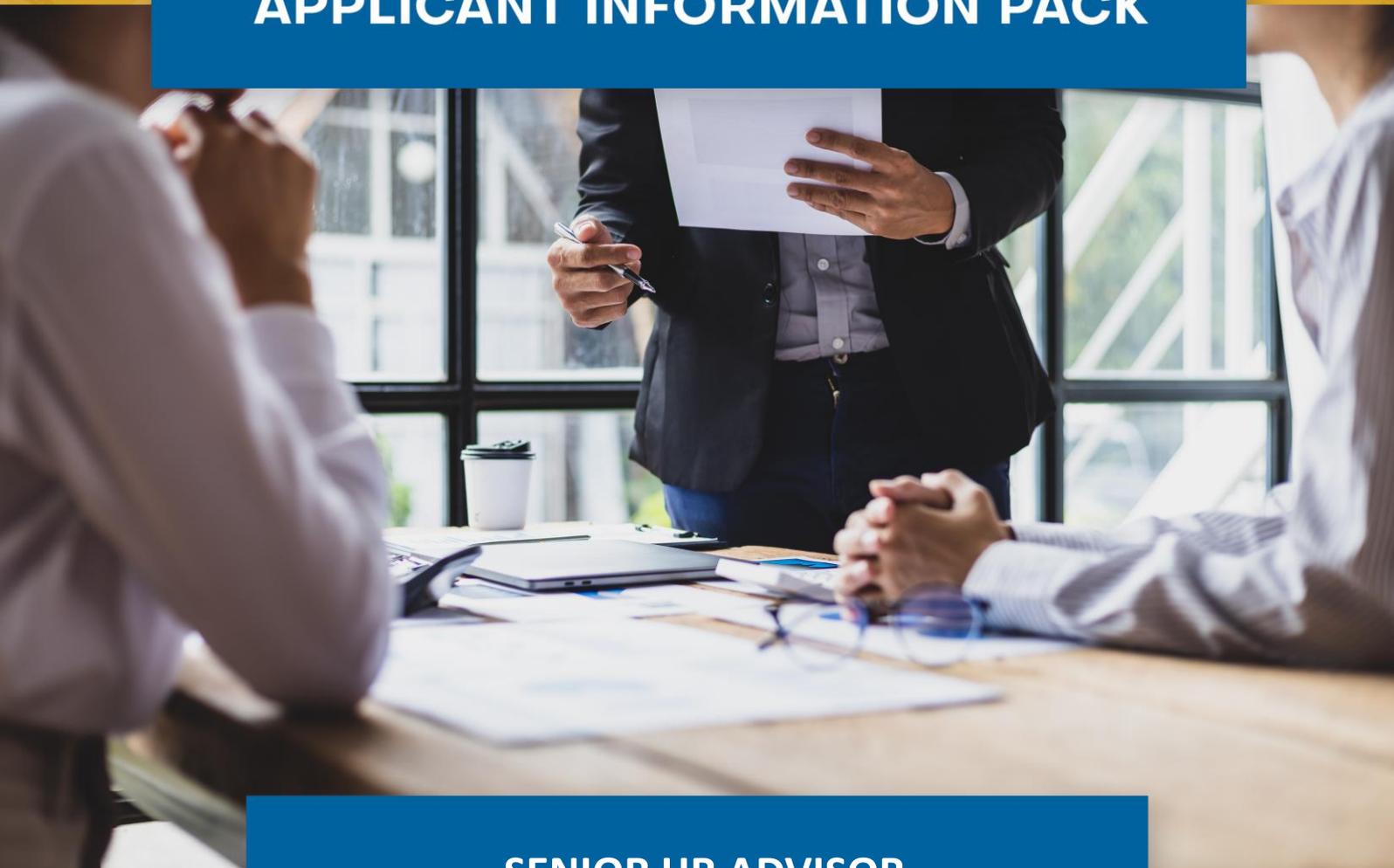


**BISHOP HOGARTH**  
Catholic Education Trust

*We are* **HIRING!**

**APPLICANT INFORMATION PACK**



**SENIOR HR ADVISOR**

**Christ at the Centre, Children at the Heart**



Diocese of  
Hexham & Newcastle

# JOB DESCRIPTION

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**Post Title: Senior HR Advisor**

**Reporting to: Head of Human Resources**

**Job Purpose:** The post holder will contribute to both strategic and operational HR initiatives and projects. Working closely with the Head of HR, the postholder supports the Trust in maintaining compliance with employment legislation, implementing best practice HR processes and ensuring that managers and staff act in accordance with policies and procedures.

You will be required to cover all areas of the trust region of Darlington, Durham, Hartlepool and Stockton on Tees.

1. Provides experienced, proactive and value-added HR advice, support, and guidance across our Trust.
2. Leads and guides managers on complex employee relations, people management, and organisational change.
3. Works closely with the Head of HR to ensure a robust and effective HR service that meets the needs of our schools and central team.
4. Promotes awareness and understanding of the HR function.
5. Pro-actively manages a caseload and giving direction to HR Advisors.
6. Holds an up-to-date knowledge of employment law and delivers legislative and policy updates to staff.
7. Delivering coaching and training for managers where appropriate.
8. Leading or supporting HR projects and initiatives.
9. Using HR systems and data to drive insight and continuous improvement.
10. Supporting initiatives to enhance employee engagement and organisational culture.
11. Working with the Head of HR to support the shaping of workforce planning and people initiatives.
12. Act as a first point of contact for HR queries, providing advice and guidance to managers and staff.
13. Support managers in managing staff relationships and day to day people management issues.
14. Escalate complex or high-risk matters to the Head of HR or HR Lead as appropriate.
15. Support the development and improvement of HR processes and procedures.
16. Prepare and issue HR correspondence including contracts, letters and documentation.
17. Maintain confidentiality and compliance with GDPR and data protection legislation.
18. Keep correct HR records using the HR Information System.
19. Produce HR reports and analyse metrics including sickness absence, turnover and retention trends.
20. Support the management of performance and attendance issues including probation, capability, and absence management

# JOB DESCRIPTION

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23. Actively demonstrate commitment to own continuous professional development CPD and knowledge of HR 'best practice'.
24. As an employee of Bishop Hogarth Catholic Education Trust, you may work from time to time in one or more of our Academies, to undertake other duties assigned by HR Manager commensurate with job role and remit of responsibilities.
25. To familiarise and comply with all Trust Policies and Procedures

## **Trust Mission, Governance, Safeguarding, Equality & Diversity, Health and Safety**

1. To support our Trust's mission, vision, values and strategic objectives
2. To participate in wider Trust meetings and working groups as required.
3. To hold responsibility for all areas of delegated authority in the Trust Scheme of Delegation.
4. To implement our Trust's Equality and Diversity policies and to work actively to overcome discrimination on grounds of protected characteristics.
5. To implement our Trust's safeguarding policies and practices.
6. To safeguard and promote the welfare of children, we expect all staff and volunteers to comply, share and communicate our commitment to safeguarding.
7. To implement your health and safety responsibility in line with our Trust's Health and Safety Policy.
8. To contribute to the Trust's commitment to continuous improvement as identified in the Trust's quality assurance systems.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
Qualifications & Education	E1	CIPD Level 5 qualified or working towards	AF/C
	E2	Maths and English at grade 4/C or above	AF/C
Experience & Knowledge	E3	Recent experience of working in a Human Resources Advisory role	AF/C/I
	E4	A depth of knowledge and experience in undertaking complex HR case work across range of Employee Relations, which includes absence management, disciplinary, grievance, appraisal, capability etc	AF/C/I
	E5	Experience of working with Trade Unions / Employee Representative	AF/C/I
	E6	Up to date knowledge of employment legislation, application and best practice	AF/C/I
	E7	Understanding of strategic HR practices and work force planning	AF/C/I
	E8	Experience supporting organisational change or strategic HR initiatives	AF/C/I
Skills	E9	Effective written and verbal communication skills and the ability to effectively convey complex information to a wide variety of audiences, clearly and concisely	AF/C/I/R
	E10	Ability to provide solution-based recommendations to senior leaders	AF/C/I/T
	E11	Ability to research, produce detailed analysis and undertake evaluation of data	AF/C/I
	E12	Demonstrable ability to create professional working relationships and work with staff at all levels including senior managers and other key stakeholders	AF/C/I
	E13	Good ICT skills and ability to use MS office software	AF/C/I

# PERSON SPECIFICATION

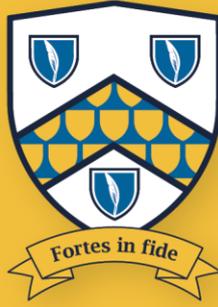
## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
Personal Attributes	E14	Excellent work ethic and commitment to providing an outstanding HR service to the Trust	AF/I
	E15	Commitment to safeguarding and promoting the welfare of children and young people	AF/I
	E16		AF/I
	E17	Commitment to continued professional development	AF/I
	E18	Professional credibility and ability to build trusted relationships with managers	AF/I
		Full driving license and access to own vehicle to drive to various sites across the Trust	
Special Requirements	E19	Willingness to support the ethos of the schools and the Trust	AF/I
	E20	Be able to work at times convenient to the Trust, including evening meetings	AF/I
	E21	Suitability to work with children	AF/I/
	E22	Full driving license and access to own vehicle to drive to various sites across our Trust	AF
	E23	Reliable, with a flexible approach to work	AF

## DESIREABLE CRITERIA

DESIREABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
Qualifications & Education	D1	CWDC Certificate in Safer Recruitment in Education	AF/C
	D2	Further CPD in Human Resources Change / Project / Leadership Qualification (Other Relevant qualification)	AF/C
Experience & Knowledge	D3	Experience of working within the education sector	AF/C/I
	D4	Knowledge of National terms and conditions for Teachers and Support Staff	AF/C/I
	D5	Experience of Employee Engagement, EDI and Health and Well-being initiatives.	AF/C/I

AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson



BISHOP HOGARTH

*We are*  
**BISHOP HOGARTH**  
**Catholic Education Trust**

*Thank you for your interest in our vacancy*



[www.bhcet.org.uk](http://www.bhcet.org.uk)



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