

HR Advisor — Job Description

Job Title: HR Advisor

Grade: P7/P8

Reports to: HR Partner

Location: Three Rivers Academy or another THPT school

Job Purpose

To provide HR support in an advisory capacity across multiple sites, acting as a point of contact to the schools and external contacts, maintaining confidentiality and respect whilst adhering to policies, procedures, and regulatory framework.

Key Responsibilities

Please be aware that this job profile aligns with the accountabilities of THPT Job Families P7/P8

- Provide timely advice on low level HR issues in relation to absence management, disciplinaries, grievances, case work, performance management and probationary management to ensure compliance with legislation and HR policies and procedures.
 - Advise, support and coach managers on the interpretation and application of policies, processes and procedures, ensuring these are applied fairly and consistently.
 - To ensure the Single Central Records for all schools are maintained and reflect the position of each school.
 - Recommend appropriate courses of action in line with best practice, policies, employment legislation and relevant regulatory frameworks.
 - Provide support to the HR Business Partner with change management activities such as redundancy, TUPE and other organisational change situations attending homes/schools if appropriate ensuring correct information and consultation processes are followed.
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- Ensure accurate records are maintained so that appropriate information is available to support any present or future decisions/challenges in relation to HR and other matters.
- To support the recruitment process by drafting adverts and job descriptions and checking adverts prior to be placed.
- Collate and provide management information on sickness absence, turnover, discipline, grievances and performance capability to directors, senior managers and other managers to ensure that the HR business matters are managed and/or resolved as quickly as possible.
- To undertake monthly payroll input, ensuring accuracy and appropriate documentation for audit purposes.
- Work as part of the team to review, maintain and issue policy documents, handbooks, contracts of employment, and role profiles so that they are up to date with current legislation and HR best practice.
- Manage and prioritise a varied employee relations caseload, working to tight timescales.
- Take all reasonable steps to ensure appropriate confidentiality but always having regard to safeguarding responsibilities and to keep the schools compliant with data protection law.
- Undertake other duties appropriate to your post and/or hours of work and as specified by to assist in ensuring the business goals are met.

The post-holder may be required to undertake additional tasks that are reasonably commensurate with the role, grade and evolving needs of the Trust, reflecting the flexible and responsive nature of estates management.

Person Specification

	Essential	Desirable
Educated to degree Level or equivalent		x
CIPD qualified at least level 3 (or equivalent proven level of experience)	X	
CIPD qualified at least level 5 (or equivalent proven level of experience)		X
Meticulous attention to detail	X	
Experience of supporting managers in all areas of People matters including employment offers, People policies, performance improvement, disciplinary & grievance, absence & sickness, variation of terms, termination of employment and recruitment, etc.;	X	
Previous experience working at HR Advisor / Officer level in a generalist role		X
Sound working knowledge and understanding of UK employment legislation	X	
Able to work effectively on own initiative and within limits of own professional boundaries and knowledge	X	
Demonstrates a calm and professional approach to sensitive and/or in contentious people issues	X	
A good understanding of the principles of Safer Recruitment and Equality and Diversity as relevant to the needs of the post	X	
Experienced in prioritising varied and conflicting work demands and able to work under pressure	X	
Excellent written and oral communication skills	X	
Approachable and confident in dealing with a wide variety of people	X	
Competent in the use of HR systems and Microsoft office in particular excel and word	X	
Good understanding and experience of using databases	X	
Respects confidentiality	X	
Excellent organisation and time management skills to be able to organise and prioritise multiple work streams within a fast paced and evolving environment	X	