**Job Description**

**Post Title: Trust HR Advisor**

**Responsible to: Trust HR Manager**

**Grade: NJC points 20-25**

**Location: Trust Head Office** (Southport College)

**Summary**

Working alongside the Trust HR Manager to provide HR support for the Trust, being a point of contact for colleagues and manager queries on HR matters.

As part of the wider Trust HR Team, you will regularly support employee relations case work administration across schools within the Trust.

# Main Duties and Responsibilities

**HR Policy**

* To answer queries and provide advice on all HR matters, policies, terms and conditions from academy colleagues and managers, ensuring good practice and compliance in line with policy and legislation
* To ensure the most up to date version of Trust HR policies and procedures are being followed, providing practical support to implement (e.g. coaching managers)
* To safeguard and promote the welfare of pupils/students through your own actions and effective management of staff resources; implementing policies and procedures, in-line with local and national protocols and statutory requirements relating to safeguarding

**Employee Relations**

* To provide support to the HR Manager with employee relations case work, including grievance, disciplinary, formal absence management, capability/performance, to include organising hearings, producing case papers, note taking, drafting outcome letters, and occasionally conducting investigations.

**Absence Management**

* To ensure accurate absence records are maintained on Every HR, monitoring against absence indicators, and that action is taken by line managers where appropriate
* To support the schools in making contact with colleagues during periods of long term absence, making occupational health referrals, and arrangements for phased returns.
* To provide support with absence review meetings as and when required.
* To arrange stress risk assessments and support action planning where recommended.

**Recruitment**

* To ensure adherence to the Trust’s Safer Recruitment policy; all pre-employment checks take place and the Single Central Record is accurate and maintained at all times (including issuing of offers/contacts where appropriate etc)
* Writing adverts, reviewing job descriptions and person specifications and posting them on relevant sites
* To provide recruitment administration support to the schools as and when required.
* To ensure that the formal induction, probation and on-boarding processes for new colleagues are followed/effective.
* To issue offer letters, contracts, pre-employment checks as and when required and ensure adherence to the Trust’s Safer Recruitment Policy.

**Payroll and Pensions**

* Provide support in managing the monthly payroll for teaching and non-teaching employees.
* To liaise with payroll/finance colleagues to ensure that payments/adjustments are processed correctly (i.e. new starters, contractual variations, leavers, family friendly variations)
* Work closely alongside the HR Manager in liaising with the external payroll providers to ensure accurate, monthly payroll processes are followed and our employees are paid correctly.
* Provide support in relation to ill health and voluntary retirements, for both teaching and non-teaching staff. Including liaising with payroll and the relevant pension provider as appropriate.
* Provide occasional support with the calculation of payments outside of payroll-manually calculating tax and NI.
* Pension administration duties, including processing online entries for TPS/LGPS.

**General HR Tasks**

* To provide support to the schools with the HR MIS-Every HR.
* To issue, collate and on occasion complete of exit questionnaires/interviews, taking appropriate action where required.
* To attend and participate in training events, partake in ad hoc HR project work and assist with HR Audits, Ofsted Audits, or any management information analysis required.
* To continually work to improve and streamline HR processes and systems and put forward suitable recommendations in an effort to continually improve the HR service.
* Liaise with external bodies as and when necessary and staff across the Trust circulating information when required.
* Ensure effective filing systems are in place both electronically and paper based.
* Undertake any filing/scanning/photocopying as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description will be reviewed annually and the CEO reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

**Supplementary Support**

* Be aware of, and comply with, policies and procedures relating to child protection, health and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Take responsibility for health and safety issues relating to area of responsibility
* Contribute to the overall ethos/work/aims of the Trust.
* Attend and participate in meetings.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Other duties agreed from time to time by the post holder with the Executive Director.
* Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

**Notes**

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the holder of the post.

***Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.***

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# Trust HR Advisor-Person Specification

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| **Criteria** | **Essential** | **Desirable** | **Method of assessment** |
| **Experience** | * Able to evidence experience of working at the relevant level, including responsibility for organising recruitment, absence management, advising on HR policy, and relevant employee relations case work * Understanding of relevant policy, procedure, employment law and good practice in relation to HR, along with the ability to assess implications and articulate risk * A confident user of Microsoft Office and   experience of HR MIS   * Ability to work successfully as part of a team * Knowledge of payroll processes and   pension schemes | * Experience of HR in an education setting * Experience of using Every HR * Knowledge of teachers pensions | Application form,  interview and references |

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| **Skills and attributes** |  | * Excellent written/verbal and interpersonal skills. * Confident and resilient, with the ability to use own initiative. * Confident to coach and appropriately challenge. * Able to build strong working relationships with, and influence others * Able to plan and prioritise work to deliver on time and to a high standard in a fast paced environment. * Accuracy and strong attention to detail * Suitability to work with young children * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Ability to maintain strictest confidentiality and integrity at all times * Ability to liaise with other members of staff in a professional manner * Ability to work constructively as part of a team or individually * Ability to follow procedures, and ensure these are implemented fairly and accurately. * Ability to work under pressure and meet deadlines. * Ability to relate to students and staff. * Ability to deal with problems in a positive and systematic manner. * Ability to explain information clearly and simply * Ability to support staff through fluent and accurately spoken English * Professional telephone manner |  | Application form, interview and references. In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to  safeguarding and promoting the welfare of children including:   * motivation to work   with children and young  people   * ability to form and   maintain appropriate  relationships and personal  boundaries with  children and young people |

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| **Personal Qualities** | * A role model; understands and is committed to the Trust’s values * Ability to use judgement   and common sense   * Ability to prioritise * Ability to work on own initiative * Excellent personal organisation and self-motivation, commitment, reliable and trustworthy * Flexibility to commit to additional hours if required * Ability to be sensitive to the needs of others * Ability to be supportive * Professionalism * A sense of humour, warmth, energy, stamina and resilience * Willingness to reflect upon their experiences in a critical and constructive manner * High standards of personal appearance | |  |  |
| **Education and Qualifications** |  | * Chartered Institute of Personnel and Development (CIPD) Level 5 qualified or willingness to achieve this in the future. * A commitment to ongoing personal development and willingness to undertake appropriate training * Valid full UK driving licence * Access to own transport which can be used for work purposes. |  | Application form, certificates and interview |