

**JOB DESCRIPTION**

**Post:** People Advisor

**Responsible to:** Senior HR Business Partner

**Hours:** 37

**Grade:**

**Primary Job Purpose:**

* To provide professional advice, guidance and support to managers and other staff, covering a full range of the employee lifecycle, including recruitment and selection, first line HR/Employee Relations casework e.g. grievances, disciplinaries, sickness absence etc. across designated responsibility areas.
* To manage the HR/ER case list actively and accurately recording progress against each case being managed within the HR team.
* To ensure the fair and consistent application of College policies and procedures based upon up-to-date employment legislation and best practice HR principles by actively coaching managers and attending department team meetings (of designated responsibility areas) to provide a proactive HRBP service.
* To assist the HR Business Partner/Senior Business Partner across designated responsibility areas in relation to organisational change initiatives e.g. team/department restructures, TUPE transfers, Outsourcing arrangements etc.
* To provide professional advice and support to managers in relation to the College’s Performance Management process covering Induction, Appraisals, Probation processes, Competencies and Performance Improvement Plans.
* Working closely within the wider HR team to ensure information held within the department is accurate and that changes are appropriately communicated across the team effectively to reduce the likelihood of over/under payments in salary being made.
* Support the recruitment process within areas of responsibility as well as supporting college-wide recruitment initiatives e.g. recruitment fairs.
* To support the achievement of applicable HR department targets as identified in the HR Business/ Strategic Plan.
* To support all HR-related matters across the College arising from the College’s Strategic aims, including actively supporting cultural changes and initiatives associated with projects, for example merger/integration, curriculum changes, quality improvements and efficiency savings such as voluntary redundancy scheme.
* To support Employee Engagement and Communication processes including the Joint Consultative Committee (JCC) Staff Forum and the HR website pages.

## Significant Contacts and Relationships:

* Senior HR Business Partner (as line manager)
* Group Director of HR & Organisational Development
* HR Team colleagues
* College and other Senior Managers
* College Departments/Teams
* All members of staff, outside agencies and general public
* Participation in any College working parties and focus groups as required

**Principal Accountabilities within designated responsibility areas:**

**Recruitment & Selection**

1. Assist with the recruitment and selection of staff and agency workers with the appropriate capabilities, skills, attitudes and motivation to meet the changing needs of the business
2. Prepare documentation in respect of selection (advertisements, job descriptions, person specifications), changes in conditions of service and appointment
3. To undertake recruitment and selection projects as appropriate
4. Ensure the recruitment process (information for recruitment packs, shortlisting, test et) runs smoothly
5. Prepare documentation in respect of appointments

**Remuneration, Reward, Retirement and Redundancy**

1. Job Evaluation – undertake job evaluations on the computerised job evaluation scheme system
   1. Terms and Conditions of Service –

* Develop and maintain a working knowledge of the terms and conditions of service and all HR policies and procedures. Provide advice and guidance to staff and managers on these matters
* Inform and advise college managers of new developments related to conditions of employment
* Support the Senior HRPB in the research and development of changes in conditions of service
* Assist the Senior HRBP to manage contract variations
* To process starters and leavers (in regards to resignations, redundancies, retirement etc)
* Payroll and Pensions – assist with the HR related payroll matters as directed by the Senior HRBP

**Employee Safety, Welfare, Wellness, Health and Counselling Service**

1. On the advice of the Senior HRBP refer individual members of staff to the Occupational Health provider for medical examinations and oversee follow up action
2. Maintain monitoring records on the Occupational Health service received and alert the Senior HRBP. Undertake home visits as advised by the Senior HRBP
3. Implement the Employee Assistance Programme (including counselling service)
4. Participate in Occupational Health and Counselling service contract and service review meeting
5. To assist in projects in regards to Staff wellbeing and mental health

**Performance Management**:

1. Supporting the College’s Performance Management Framework ensuring appraisal and probationary review procedures and processes are carried out effectively and in a timely manner by line managers through the provision of accurate and up-to-date data, to support the process and appropriate coaching.
2. Working with line managers to support the achievement of performance management targets and to ensure that all managers monitor and address poor performance where this exists.
3. Analysis of data to identify issues where HR input is required e.g. poor performance, high absence rates, high turnover concerns and reasons for leaving, highlighting potential issues to managers and providing support and guidance on how best to overcome such issues.

**Management of Organisational Change:**

1. Provide support to HR colleagues to implement organisational changes e.g. restructuring exercises, staff consultations, efficiency savings, redundancies, quality improvements etc.
2. Support the creation and updating of HR policies, procedures and systems, ensuring that best practice and up-to-date employment law is adhered to at all times.

**Attendance Management:**

1. Supporting absent management processes including supporting managers to manage staff through formalised ill health capability procedures.
2. Utilising the College’s Occupational Health Service where appropriate.
3. Professionally supporting the HR Administrators to deal with HR issues e.g. maternity, paternity, adoption, special leave and flexible working.

**Case Work**

1. To support and assist with employee relations cases raised within designated areas e.g. grievances, disciplinaries etc.
2. Ensure all HR Policies and procedures are fully adhered to in regard to managing the Case list.
3. Ensure that the employee relations case list is kept up-to-date and attend regular in-house case conferences HR colleagues
4. Support Managers and other staff with all employee relations matters including attendance at disciplinary, capability and grievance meetings/hearings and note-taking where appropriate e.g. Appeals.

**Capacity**

1. Provide HR input to recruitment and selection processes including attending interviews within departments of responsibility.
2. Provide HR advice and support with regard to a variety of workforce planning solutions e.g. role redesign, job share, job rotation, flexible working, stepping-down

**Professional Development**

1. Ensure personal mandatory and statutory training targets are met.
2. Support a culture of CPD across the College through coaching and training of staff on HR best practice and associated policies.

**General**

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

* Support all Equality and Diversity initiatives to address any imbalance of staffing complement.
* To work with HR colleagues to develop a high quality HR service.
* To provide the Senior HR Business Partner with regular reports on HR activity against agreed targets.
* Dealing with day-to-day general enquiries in an efficient and respectful manner which supports targets associated with excellent customer service.
* To provide operational cover to ensure the smooth running of the HR function.
* To support the development of policies and procedures and HR practices/systems through maintaining up-to-date knowledge of employment legislation and HR best practice.
* Carry out such other duties as may be reasonably requested by the line manager, or any senior manager

**PERSON SPECIFICATION: HR ADVISOR**

**Qualifications:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Educated to good general level  (minimum level 5/GCSE A-C in English and Maths or equivalent) or 2/A level qualifications | ✓ |  |
| Graduate or equivalent |  | ✓ |
| HR professional qualification up to Level 5 and willingness to undertake further CPD | ✓ |  |

**Knowledge and experience:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Experience of using Microsoft Office packages such as Word, Excel and PowerPoint proficiently | ✓ |  |
| Ability to prioritise work and use initiative to respond to routine problems | ✓ |  |
| An awareness of current employment legislation and the impact on the HR service |  | ✓ |
| Experience of working in an HR environment in Education or in Schools |  | ✓ |
| Experience of using HR software solutions |  | ✓ |
| Experience of working in a HR department/environment | ✓ |  |
| Understanding of recruitment and selection principles | ✓ |  |
| Supervisory experience |  | ✓ |
| Experience of performance management and working within defined policies and procedures and best practice |  | ✓ |
| Experience of supporting organisational change |  | ✓ |

**Skills and competencies:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Good communication/interpersonal skills | ✓ |  |
| Good verbal and written skills | ✓ |  |
| Good numeracy skills | ✓ |  |
| Excellent organisational skills | ✓ |  |
| Excellent customer service skills | ✓ |  |
| Good research skills | ✓ |  |
| Good analytical skills | ✓ |  |
| Good influencing skills | ✓ |  |
| Team player and able to work on own initiative | ✓ |  |
| Able to take and accurately record minutes of meetings | ✓ |  |

**Other qualities:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Professional and approachable | ✓ |  |
| Ability to cope within a pressurised busy environment | ✓ |  |
| Ability to meet very tight deadlines | ✓ |  |
| Ability to multi-task, prioritising where necessary | ✓ |  |
| Tactful and diplomatic | ✓ |  |
| Ability to use own initiative and be solution focused | ✓ |  |
| To work as part of a team and provide support to colleagues | ✓ |  |
| Flexibility in approaching work situations | ✓ |  |
| Able to work confidentially | ✓ |  |
| Competent in dealing with difficult situations | ✓ |  |
| An understanding of, and commitment to, the College’s Equality and Diversity policies | ✓ |  |
| Prepared to operate in accordance with the College’s Policies e.g. Health & Safety, Safeguarding etc. | ✓ |  |