**JOB DESCRIPTION**

**Post:** People Advisor

**Responsible to:** Senior People Business Partner

**Hours:** 37

**Grade:** SP 26-28

**Primary Job Purpose:**

* To deliver a service of excellence, working in collaboration with stakeholders.
* 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 People/Employee Relations casework e.g. grievances, disciplinaries, sickness absence etc. across designated responsibility areas.
* To manage the People/ER case list actively and accurately recording progress against each case being managed within the People team.
* To ensure the fair and consistent application of Trust policies and procedures based upon up-to-date employment legislation and best practice People principles by actively coaching managers and attending department team meetings (of designated responsibility areas) to provide a proactive People service.
* To assist the Senior Business Partner across designated responsibility areas in relation to organisational change initiatives e.g. team/department restructures, TUPE transfers, Outsourcing arrangements etc.
* To take a lead on organisational change and realignment initiatives within areas of responsibility.
* To lead on strategic projects in relation to realignments, restructuring, change management
* To support the Director of People in the develop of People policies and procedures.
* To provide professional advice and support to managers in relation to the Trust’s Performance Management process covering Induction, Appraisals, Probation processes, Competencies and Performance Improvement Plans.
* Working closely within the wider People 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 Trust-wide recruitment initiatives e.g. recruitment fairs.
* To support the achievement of applicable People department targets as identified in the People Business/ Strategic Plan.
* To support all People -related matters across the Trust arising from the Trust’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 People website pages.

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

1. On the advice of the Senior People BP Prefer 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 People BP. Undertake home visits as advised by the Senior People BP
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 Trust’s Performance Management Framework ensuring appraisal and probationary review procedures and processes are carried out effectively and in a timely manner by line managers though 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 People 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. Manage the implementation of organisational changes e.g. restructuring exercises, staff consultations, efficiency savings, redundancies, quality improvements etc. Providing advice in accordance with legislation as applicable.
2. Support the creation and updating of People 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 Trust’s Occupational Health Service where appropriate.
3. Support with People issues e.g. maternity, paternity, adoption, special leave and flexible working.

**Case Work**

1. Manage complex employee relations cases raised within designated areas e.g. grievances, disciplinaries etc.
2. Ensure all People Policies and procedures are fully adhered to in regards 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.
4. Support Managers and other staff with all employee relations matters including attendance at investigation meetings, disciplinary, capability and grievance meetings/hearings and note-taking where appropriate e.g. Appeals.

**Capacity**

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

## Significant Contacts and Relationships:

* Senior People Business Partner (as line manager)
* Group Chief People Officer
* Director of People Trusts
* People Team colleagues
* Trust and other Senior Managers
* Trust Departments/Teams
* All members of staff, outside agencies and general public
* Participation in any Trust working parties and focus groups as required

**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 Trust 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 People colleagues to develop a high quality People service.
* To provide the Senior People Business Partner with regular reports on People 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 People function.
* To support the development of policies and procedures and People practices/systems through maintaining up-to-date knowledge of employment legislation and People best practice.
* Carry out such other duties as may be reasonably requested by the line manager, or any senior manager

**PERSON SPECIFICATION: Junior PEOPLE Business Partner**

**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 | ü |  |
| Graduate or equivalent | ü |  |
| People professional qualification up to Level 3 and willingness to undertake further CPD | ü |  |

**Knowledge and experience:**

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

**Skills and competencies:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Good communication/interpersonal skills | ü |  |
| Good verbal and written skills | ü |  |
| Good numeracy skills  | ü |  |
| Good influencing skills | ü |  |
| Team player and able to work on own initiative | ü |  |
| Able to take and accurately record minutes of meetings | ü |  |

**Other qualities:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Professional and approachable | ü |  |
| Tactful and diplomatic | ü |  |
| Ability to use own initiative and be solution focused | ü |  |
| Flexibility in approaching work situations | ü |  |
| Able to work confidentially  | ü |  |
| Competent in dealing with difficult situations | ü |  |
| An understanding of, and commitment to, the Trust’s Equality and Diversity policies | ü |  |
| Prepared to operate in accordance with the Trust’s Policies e.g. Health & Safety, Safeguarding etc. | ü |  |