Northern Education Trust – Job Description

Job Title:	Senior HR Advisor		
Base:	North Shore Academy		
Reports to:	HR Manager	**Grade:**	SCP 37 – SCP 39
Service responsibility:	Human Resources	**Salary:**	£39,782 - £41,675 [FTE]
Additional:	Regular travel will be required.	**Term:**	Permanent 37 Hours Whole Time

JOB PURPOSE

- To deputise for the HR Manager and to provide support to the HR Team.
- To deliver a professional HR service for the Trust, advising on the application and implementation of all employee related policies, procedures and documentation.
- To support leaders across the Trust, offering advice and support on complex, sensitive and sometimes contentious employment related issues
- To develop relationships with staff at all levels to provide support, guidance and challenge on all HR related matters.

JOB SUMMARY

1. Provide an efficient, effective and customer focused HR service, which supports all aspects of an employee's life cycle with the Trust.
2. Ensuring compliance with employment legislation and Trust policies.
3. Provide advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of good HR practice.
4. Build effective working relationships with colleagues, managers, employees, trade unions and external parties at all levels and develop a good understanding of their work, to be able to offer solutions that are education focused and put the student at the heart of all decisions.
5. Working with the Executive Principal, Principal and Business Manager to ensure effective monitoring of sickness trends and remedial action in accordance with the Trust policy and to facilitate a proactive approach to attendance management to ensure a smooth return to work.
6. Take responsibility for the implementation of all HR policy, ensuring that all HR issues are dealt with within the relevant timescales
7. Ensure all data on manual and computerised records is accurate and up to date and provide accurate and timely reports as and when required
8. Actively seek and identify opportunities to enhance delivery of HR services to the Trust;
9. Proactively offer the Trust a source of professional HR expertise
10. Be aware of the NET national recognition agreement with Trade Unions and work within this
11. Lead on the development of HR CPD for senior staff and managers across the Trust to ensure there is active participation in problem-solving casework.
12. Lead on HR audits i.e. attendance and recruitment across the Trust and ensure the data acquired is used to develop good HR practice and procedure.

13. Proactively assist senior leaders in handling their complex HR needs and problems through case and project management, including grievance, discipline, capability, appraisal, attendance management etc.
14. Take a proactive role in the HR interventions required in relation to safeguarding.
15. Take the lead on certain complex casework whilst ensuring the Executive Principal or Principal is kept fully informed.
16. Liaise with Legal provider and other HR staff where appropriate on certain cases, according to respective expertise.
17. Ensure accurate recording of all casework including minutes, emails, letters, and witness statements.
18. Support and attend Tribunal Hearings as and when required.
19. Lead on TUPE processes for academy conversions or rebrokerage and undertake the consultation process with unions and staff.
20. Liaise with external service providers and other outside organisations to facilitate the accurate transfer of Due Diligence information.
21. Attend all project meetings as required and prepare associated documentation.
22. Lead on staffing restructures across the Trust, ensuring that the restructures are legally compliant and in line with Trust policy.
23. Provide advice and guidance in relation to recruitment of staff and recruitment processes generally.
24. Advise and support with the recruitment of senior staff, including at Principal level, advising on safer recruitment requirements, recruitment timelines, advertising, application pack content and candidate assessment activities where appropriate.
25. Devise, review and/or draft HR policies to ensure compliance with employment law and best practice. To consult on the content of HR policies with Trade Unions and attend JCC meetings when necessary.
26. To produce reports for the Trust Board as directed by the Executive Director for HR and Communications.
27. Line management, mentoring, coaching and appraisal of HR staff as directed by the HR Manager.
28. Proactively and regularly liaise and discuss casework with appropriate staff.
29. Actively demonstrate commitment to own continuous professional development CPD and knowledge of 'best practice'.
30. Continuously strengthen skills and knowledge required for effective HR case management and problem solving.

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider Trust meetings and working groups as required
2. Comply with Trust policies and procedures at all times, including GDPR related policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..