**JOB DESCRIPTION**

**HR ADVISOR**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POST HOLDER:**

**RESPONSIBLE TO:** HR Business Partner

**LINE MANAGEMENT OF:** N/A

**WORKING HOURS:** 37 hours per week

Half an hour unpaid lunch break

Whole Year/Term Time (negotiable)

**WORKING PATTERN:** Monday – Thursday 08:00 to 16:00

Friday 08:00 to 15:30

**SALARY:** FMAT Scale SO2

**HOLIDAY ENTITLEMENT:** A paid entitlement of 25 days’ annual leave and 8 statutory bank holidays

**JOB PURPOSE**

To provide a proactive, forward-thinking, trust-minded, competent and consistent HR service across the Trust and contribute to the overall success of the HR function. In the first instance, lead on the interpretation of HR policies and procedures, employment law and employee relations matters in compliance with statutory obligations and best practice across the Trust. To oversee, provide advice, make decisions independently within the remit of the role on employee relations matters and attend related meetings in a HR advisory capacity as necessary across the Trust. Some travel to Academies required.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the HR Director and the HR Business Partner than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

**MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST**

1. Deal with all HR queries across the Trust, verbal and in writing, and respond to these where appropriate or escalate these to the relevant colleague(s) as necessary.
2. Lead on the provision of advice and guidance on HR policies and procedures, employment legislation and employee relation matters in line with best practice and make decisions independently within the remit of the role.
3. Oversee and proactively address employee relation matters across the Trust and attend employee relations meetings as necessary in a HR advisory capacity, e.g. probation, investigations, disciplinary hearings, absence and grievances meetings in conjunction with the appropriate senior manager and be part of hearing panels to support making decisions.
4. Coach line managers in all relevant employee relation matters
5. Escalate complex employee matters to the HR Business Partner at an early stage.
6. Prepare complex documentation for meetings, letters and reports as required supported by the HR Assistants.
7. Lead Trust-wide on the absence management process and invoke the process in line with policy and procedure ensuring that necessary steps are taking efficiently with review to reducing absence levels
8. Ensure that risk assessments are carried out in support of our employees.
9. Be responsible for effective and efficient management of probationary periods across the Trust ensuring that probation review meetings take place, raise concerns with the relevant senior managers regarding the suitability of a new employee and attend probation review meetings in a HR advisory capacity up to and including dismissal.
10. Ensure that the resignation process is completed informing relevant parties of required steps.
11. Ensure that exit interviews are completed and provide analysis of data to the HRBP and HRD as required.
12. In conjunction with the HR Business Partner, support organisational change initiatives and TUPE transfers.
13. Support the performance management and development processes including record keeping utilising data available to ensure proactive development and training is undertaken
14. Proactively support FMAT in meeting its statutory employment and equality obligations.
15. Attend relevant meetings at academy and Trust level.
16. Provide the HR Business partner and HR Director with relevant data for reporting purposes.
17. Identify areas for process improvement and support in the implementation
18. Support the HR Business Partner and HR Director as necessary.
19. Support the development of the HR Assistants
20. Support the wider HR administration upon request including taking notes at meetings

**GENERAL**

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the HR Director and the HR Business Partner may from time to time determine.

I have read and accept this job description.

**Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSON SPECIFICATION**

**HR ADVISOR**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post’s requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT)is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

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| **Experience/knowledge/qualifications** | **Essential** | **Desirable** |
| Educated to GCSE level A\* - C or equivalent in English and maths | ü |  |
| A relevant qualification in Human Resources Management at level 5, or working towards this and Chartered Member of the CIPD |  | ü |
| A good understanding of employment legislation and the ability to advise on the practical application of it including statutory provisions | ü |  |
| A proven track record of leading on employee relation matters and making decisions on these | ü |  |
| An operational understanding of change management processes and TUPE transfers | ü | ü |
| HR generalist experience | ü |  |
| Accomplished at planning and time management, confident with time management, well developed organisational skills | ü |  |
| A working understanding of Equal Opportunities and Data Protection legislation | ü |  |
| Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and Email | ü |  |
| Experience of working in a unionised environment | ü | ü |
| Experience of delegating work with consideration the workload and time constraints of others | ü |  |
| Experience of working within a busy operational HR function | ü |  |
| Experience of working with legal specialists in the management of employee relations | ü |  |
| Good knowledge and understanding of safeguarding requirements in a school setting |  | ü |
| Experience of working in HR in the education sector or another public sector body |  | ü |
| An understanding of terms and conditions of employment in schools |  | ü |
| Proficient user of information systems |  | ü |
| **Personal qualities and attitudes** | **Essential** | **Desirable** |
| Strong organisational skills, ability to prioritise and meet strict deadlines | ü |  |
| Good attention to detail and a systematic approach | ü |  |
| Inquisitive nature and good problem-solving skills and judgement | ü |  |
| Ability to understand and analyse employee relation matters and to provide solutions | ü |  |
| Ability to maintain confidentiality at all times, deal with situations in a tactful manner and be a person of integrity | ü |  |
| Demonstrate initiative and a proactive approach to manage and deal with a wide range of duties and matters | ü |  |
| Self-motivated with the ability to work autonomously with minimum supervision and as part of a team | ü |  |
| Good verbal, listening, literacy and written communication skills | ü |  |
| Sound advocacy, influencing and negotiating skills | ü |  |
| Ability to build relationships and interact with people at all levels of the organisation and external agencies whilst maintaining a high level of professionalism | ü |  |
| Ability to follow set procedures | ü |  |
| Be flexible and adaptable to change | ü |  |
| A commitment to actively support change and committed to continuing professional development | ü |  |
| Have an openness to learning and change | ü |  |
| Be sympathetic to the needs of others | ü |  |
| Excellent attendance and punctuality | ü |  |
| Willing to undertake appropriate training and development with a positive attitude incl. safer recruitment training, compliance for schools training | ü |  |
| A commitment to the ethos, vision and values of the Trust | ü |  |
| Ability to travel to meetings if required | ü |  |