



HR Advisor



Oak 
Learning Partnership

HR Advisor

Salary: Grade 9

Hours: 37 hours, Full year

Job Description

Normal place of work: Oak Learning Partnership Central Office, although you will be expected to travel to schools across the Trust as necessitated by the needs of our schools.

Normal working hours: School hours 8-4 or 8:30-4:30

Responsible to: Head of HR

PURPOSE OF THE POST

- To provide operational HR advice and support for allocated schools within our Trust, being the first point of contact for managers ensuring compliance with policy and legislation. You will also provide support to the Head of HR, as required.
- To provide flexibility to enable the department to cope with peak workloads and staff absence.
- To support innovation and project work to drive forward the HR Service offer for our schools.

HR POLICY

- First point of call for queries and advice on all HR matters, policies / terms and conditions from school staff and managers, ensuring good practice and compliance in-line with policy and legislation.
- Provide practical and risk-based advice to managers on the application of HR policies, procedures and terms and conditions
- Ensuring the most up to date version of Trust HR policies and procedures are being followed, within the schools, providing practical support to implement (e.g. coaching managers or delivering briefing sessions).
- Coaching and guiding School Business Managers and HR & Business Support officers in the application of HR policies, providing appropriate challenge to ensure consistent and compliant practice
- Safeguard & promote the welfare of pupils/students through your own actions and effective management of staff resources, implementing policies & procedures, in-line with local & national protocols and statutory requirements relating to safeguarding.
- Support with on-site staff and Trade Union communications.

CASE WORK

- Managing and progressing employee relations casework, including grievance, disciplinary (including safeguarding), absence and capability/performance cases, providing advice to managers and supporting investigations, hearings and outcomes, with support from the Head of HR on the most complex matters.
- Absence – Supporting and challenging schools to ensure compliance with the Sickness Absence Policy, promoting accountability for effective absence management and appropriate intervention where required.
- Maintaining contact with employees on long term sick and arranging and holding meetings / occupational health referrals / phased returns, in-line with Trust's Sickness Absence procedures.
- Work & Families - Supporting processes (e.g., maternity, paternity, parental, family friendly etc.) and providing advice to managers and employees.
- Support managers with undertaking risk assessments e.g., stress, pregnancy / maternity, and case work.

RECRUITMENT

- Advising managers on recruitment processes to ensure best practice, compliance and value, including interpretation of safer recruitment requirements
- Ensure adherence to the Trust's Safer Recruitment policy; all pre-employment checks take place, and the Single Central Record is accurate and always maintained (including issuing of offers/contacts etc.).
- Support schools with recruitment administration up to & including interview day if required. Participating in interview panels (as required).
- Ensuring that the formal induction and on-boarding process for new colleagues is followed /effective.

OTHER HR ACTIVITY

- Consult with HR and Payroll Officer to ensure that payments/adjustments are processed correctly (i.e., new starters, contractual variations, leavers, family friendly variations)
- Issuing, collating and completion of exit questionnaires/interviews, taking appropriate action where required.
- Providing timely and accurate HR information to the Executive Team, Headteachers, School Business Managers, as appropriate, to enable them to fulfil their responsibilities.
- Support with staff wellbeing.
- 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.
- Undertaking specific responsibilities in relation to a particular school, as appropriate e.g., attending school meetings, minuting Trust wellbeing committee, preparing HR related communications to school staff.
- Identify and recommend improvements to HR processes and systems, contributing to the development of efficient and effective HR service delivery across the Trust
- Working as part of the Trust HR team, working to support Trust HR plan and/or develop a particular area of work trust-wide; supporting hearings across the Trust.

GENERAL

- Attend and participate in training events and ad hoc project work as required.
- Take responsibility for health and safety issues relating to area of responsibility.
- Comply with policies and procedures relating to safeguarding, child protection, health & safety, security, and confidentiality, reporting any concerns.
- To perform any other reasonable duties, as required.

HR Support Officer Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:	
ESSENTIAL		DESIRABLE	
• CIPD qualified (or equivalent)/working towards completion or substantial appropriate experience. • Experience of working in HR in a education setting, can demonstrate a good understanding of teachers' and support staff terms and conditions. • The ability to demonstrate an empathy with schools' issues. • Able to evidence experience of working at the relevant level, including responsibility for organising recruitment, advising on HR policy, and relevant employee relations case work. • Sound working knowledge of HR policy, procedure and employment law, with the ability to interpret and apply this in practice and assess risk		• Knowledge & experience of job evaluation, grading & equal pay issues would be an advantage.	
CRITERIA		Ability, Skills, and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills, and knowledge:	
ESSENTIAL			
• A confident, resilient, self-managing approach to work, able to use initiative, independently plan and prioritise work to deliver on time and to a high standard in a challenging environment. • A "people person" able to build strong working relationships with, and influence others. • Excellent written/verbal communication and people skills. • Able to coach and influence leaders, providing appropriate challenge where required • High level of IT literacy (including Microsoft Office, HR & Education information systems); • Ability to provide clear, professional advice on employee relations matters in a sensitive and confidential context			

CRITERIA

Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL

- Good Collaborator.
- Take a solution-based approach to problems.
- A role model; understands and is committed to and models our OAK LP values.
- Committed to undertaking continuous professional development.
- Ability and willingness to work flexibly and respond to change daily

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect, and inclusion. All our employees are expected to demonstrate a commitment to Oak Learning Partnership values and principles.

Whilst every endeavor has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities.

As business changes roles will naturally evolve. Job Descriptions will be reviewed with jobholders and updated periodically to reflect this. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect, and inclusion.