

Job Description

Post:	Senior Human Resources Advisor (Generalist)
Department:	Human Resources
Responsible to:	Director of Personnel
Responsible for:	Human Resources Team
Hours:	37 per week (Mon – Thurs 8.30am – 4.30pm and 8.30am – 4.00pm Fri)
Work pattern:	Mon - Fri/ Full Year
Working closely with:	Director of Personnel, Human Resources Team and SLT

Key Purpose:

To lead the operational delivery of an effective, proactive, and compliant HR advisory service across the college. Under the direction of the Director of Personnel, the postholder holds daily operational accountability for advising managers on employee relations, managing complex casework, supervising transactional workflows, ensuring payroll validation, and maintaining strict statutory compliance in line with college procedures.

Areas of Responsibility (but not limited to):	
1	Acting as the primary operational point of contact to advise, guide, and support Heads of Department and managers in implementing college personnel policies, handling employee relations casework (disciplinary, grievance, sickness, and capability), and managing staff performance.
2	Providing direct line management, daily workload allocation, coaching, and annual appraisals for the HR Assistants within the department.
3	Holding operational accountability for safer recruitment frameworks, pre-employment vetting, and auditing the Single Central Record (SCR) to ensure absolute compliance with Keeping Children Safe in Education (KCSIE).
4	Overseeing, auditing, and validating the college's monthly payroll variation processes and checking staff payroll metrics before final submission to the external provider.
5	Monitoring, managing, and auditing college sickness and absence management processes, including coordinating escalations with occupational health providers.
6	Managing the operational tracking and compliance cycles of college appraisal, probation, and performance review systems.
7	Reviewing, drafting, and updating HR policies and procedures in line with statutory, contractual, and ACAS changes for approval by the Director of Personnel.
8	Managing the administration of complex employee leave frameworks, including maternity, paternity, adoption, flexible working, and employee wellbeing schemes.
9	Overseeing the accuracy, maintenance, and data protection security of computerised and paper staff records (HRIS).
10	Actively promoting equality, diversity, and inclusion across all operational practices, ensuring full compliance with college EDI policies.
Budgets & Resources	
Environment and Facilities	
1	Maintaining a clean, healthy, safe working environment by consulting with Facilities staff and complying with appropriate legislation or college policies/procedures.
Quality & Reporting	
1	Ensuring regular quality control procedures are maintained, and customer/staff feedback is monitored in line with the department plans and targets.

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2	Generating data analytics and reporting regularly to the Director of Personnel on operational metrics and possible strategies for service development delivery.
General (including Personnel & Relationships)	
1	Working effectively with appropriate colleagues and services within the college.
2	Acting at all times in accordance with relevant college policies.
3	Participating in key college processes as required.
4	Working flexibly in the interests of the organisation as required.
5	Participating in appraisal and undertaking staff development activities as appropriate.
6	Supporting, promoting and safeguarding the welfare of children, young people and vulnerable adults you come into contact with.
Other	
Any other responsibilities appropriate to the position.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: