



HR Advisor

Reports to:	HR Manager
Salary:	Scale 4 – Points 7 - 10
FTE:	0.8, term-time, plus 10 days

Job Description

Key Purpose of the Role:

To advise the Principal, SLT, HR Manager and wider staff on employment matters. Examples could include absence management, induction, probation reviews, maternity and paternity, flexible working requests, Occupational Health referrals, employment law, legislation, and staff wellbeing.

Roles and responsibilities:

1. Being an active and influential member of the HR team, providing HR advice and guidance to employees across the College.
2. Assist with recruitment and onboarding processes in line with safer recruitment practices.
3. Under the direction of the HR Manager, manage variation to contract requests.
4. Provide guidance and support to line managers over completion of staff induction and probation reviews.
5. Be the first point of contact for maternity, paternity, adoption and shared parental leave requests, providing advice and support for line managers and employees. Liaise with line managers and the HR Manager to recruit appropriate cover.
6. Be the first point of contact for flexible working requests and provide advice and support to the Senior Leadership Team when considering these requests.
7. In the absence of the HR Manager, provide advice and guidance in relation to employee relations matters (e.g. investigations, disciplinary, grievance and performance management).
8. As the sickness absence specialist within the HR team, be the first point of contact for short-term and long-term absence management.
9. Work with the HR Administrator to analyse absence data to identify employees who require absence management support.
10. Manage and co-ordinate short term and long-term absence in line with College policy and procedure, including attendance at meetings.
11. Review and refine absence reporting procedures.
12. Support the HR Manager to make informed and detailed referrals to Occupational Health.
13. Provide guidance and support on return to work plans, including phased returns and reasonable workplace adjustments.
14. Provide regular updates to the HR Team regarding the progress of absence management cases.
15. Provide the Senior Leadership Team with management information relating to sickness absence data on a monthly, quarterly and annual basis.



16. Keep up to date with the most recent legislation, case law and best practice in relation to absence management, as well as the sixth form colleges terms and conditions of employment. Regularly review and update the College's sickness absence policy accordingly.
17. Research and introduce new initiatives relating to employee wellbeing.
18. Any other duties as may be reasonably requested by the line manager to allow for the efficient running of the college without changing the general character or level of responsibility entailed.

General:

19. In addition to the duties outlined above, the post holder may be asked to carry out other tasks that are broadly aligned with the responsibilities and level of the position. These duties will be reasonable, appropriate and necessary to meet the strategic and operational needs of the College.
20. Demonstrate day-to-day commitment to the College's purpose and principles.
21. Attend Senior Leadership Team meetings and relevant meetings of the Governing Body and its Committees, as requested.
22. Be available for College events as requested.
23. Act as a role model in the promotion of good health and safety, diversity and inclusion, and the safeguarding of all students.
24. Participate in the College's performance management process and carry out performance management reviews of direct line reports.
25. Liaise with and visit other educational establishments to enhance knowledge of opportunities and best practice as part of innovating and developing the College.
26. Carry out any further reasonable duties which may be determined by the Principal or the Governing Body.



Person Specification – HR Advisor

	Essential	Desirable
QUALIFICATIONS:		
English and Maths qualification (minimum level 2 / GCSE)	X	
Level 3 qualification		X
CIPD qualified (or working towards)		X
First aid qualification or willingness to undertake one		X

	Essential	Desirable
KNOWLEDGE AND EXPERIENCE:		
Experience of working in a generalist HR role	X	
Good understanding of employment law	X	
Knowledge of absence management best practice	X	
Knowledge of flexible working best practice		X
Experience of using Microsoft Office (Word, Excel, etc)	X	

	Essential	Desirable
SKILLS		
Good IT skills	X	
Good numeracy skills	X	
Excellent literacy skills	X	
Excellent communication skills, both written and verbal	X	

	Essential	Desirable
ATTRIBUTES		
Courteous, positive, and can-do approach	X	
Professional integrity	X	
A commitment to quality	X	
A willingness to be flexible	X	
Discrete, trustworthy and ability to maintain confidentiality	X	
A commitment to safeguarding and promoting the welfare of young people	X	
A commitment to diversity and inclusion	X	