

JOB DESCRIPTION

Post Title: Senior HR Adviser

Job Purpose: To provide specialist advice and support to schools and businesses on employment legislation, policy and HR related issues.

Duties

- Deliver creative HR solutions and provide expert advice on complex matters relating to employee relations, performance management, recruitment & retention and organisational change.
- Manage a complex caseload dealing with a range of issues, including conduct, performance management, grievance, absence, redundancy, TUPE, employment tribunals etc.
- Assist on complex consultations and negotiations regarding all aspects of employee relations and people management issues, in conjunction with the Company Directors/HR Consultants as required.
- To understand the statutory guidance regarding safeguarding of children and assist schools with regard to following procedures in relation to allegations against staff.
- To take an active lead where in supporting investigations and where necessary act as Investigating officer
- Assist to develop and implement policies, procedures, contracts and staff handbooks to enable customers to achieve their business objectives.
- Develop, manage and maintain good working relationships with all customers and stakeholders, including trade unions and promote a customer focussed service.
- To contribute to the design, implementation and delivery of effective training programmes relating to HR policy and practice.
- To ensure data and records are effectively maintained

- Undertake continuous professional development, including keeping up to date with current legislation, ensuring that customer policies and procedures are amended accordingly.
- Communicate effectively at all levels through a variety of methods, including verbal, electronic and written.
- Assist in developing and promoting the business and approaching/attracting prospective customers to the company by means of networking, following up leads and telemarketing.
- To advise customers on recruitment and selection issues, including development of job descriptions, person specifications, the whole grading process, selection processes and participating in interview panels when necessary.
- Facilitate groups and mediate between individuals where appropriate to resolve difficult working relationships
- Assist and lead where appropriate on other Human Resources projects and activities.
- Contribute and support the continuous improvement of HR systems, practices and policies within the company.
- Undertake such duties and responsibilities as determined by the Company Directors that are consistent with the level and nature of the post

PERSON SPECIFICATION

Post Title: Senior HR Adviser

ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p>Education, Qualifications and Vocational Training</p>	<p>Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post.</p> <p>Degree educated and/or significant demonstrable HR experience</p> <p>Graduate Membership of the Chartered Institute of Personnel and Development or training qualification (or equivalent)</p>		<p>At Interview & application form</p>
<p>Relevant Experience</p>	<p>Achievement as a HR Adviser within a complex and customer focused environment</p> <p>A proven track record of delivering tangible results and customer focused services</p> <p>Use of IT software such as MS Office & HR Information systems</p> <p>Experience of working, consulting and negotiating with trade unions and professional representatives</p> <p>Evidence of putting the customer at the heart of service delivery</p> <p>Evidence of continuous professional development</p>	<p>Experience of working with schools and/or academies and working with National conditions of service for both teaching & support staff (STPCD & NJC)</p> <p>Experience of leading complex consultations and negotiations.</p> <p>Experience of TUPE transfers and Job evaluation</p>	<p>At Interview & application form</p> <p>Application Form</p>

<p>Knowledge and Skills</p>	<p>Ability to interpret and advise on related issues and terms and conditions of service as appropriate</p> <p>Detailed Knowledge of the HR services in the education sector</p> <p>Ability to develop productive working relationships with customer, schools and employees</p> <p>Ability to successfully analyse complex issues and situations and provide practical and creative solutions</p> <p>Understanding of diversity issues and a track record of delivering results</p> <p>Ability to provide professional, pragmatic advice on HR issues</p> <p>Ability to use own judgement in dealing with sensitive issues in a confident manner.</p> <p>Self-motivation, prioritisation and time management skills</p>	<p>Skills in mediation and negotiation</p> <p>Well-developed written and oral communication skills including experience of drafting reports</p>	<p>At Interview & application form</p>
<p>Personal Characteristics</p>	<p>Pro-active approach to customer care and customer relationship management</p> <p>Strong communication skills</p> <p>Confident and persistent</p> <p>Ability to be calm and resilient in adversarial situations</p> <p>Maintain high level of confidentiality at all times</p>		<p>At Interview</p>

<p>Physical Attributes</p>	<p>Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments)</p> <p>Full Driving license</p> <p>The use of car for business use mileage expenses reimbursed</p>		<p>At Interview</p>
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