

JOB TITLE:	
HR Advisor	
GRADE:	
REPORTS TO:	
HR Manager	
1.	<p>PURPOSE OF JOB:</p> <p>As a HR Advisor you will work with the HR Manager to support all HR matters. With responsibility for the full range of HR activities you will support academies in dealing with staffing issues effectively.</p>
2.	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <ul style="list-style-type: none"> • Proactively provide professional HR advice, support and guidance to managers and staff across the trust on all employee relations issues, ensuring that these are managed promptly in a manner consistent and in accordance with trust policy and procedures and within SLA's. • Actively advise and support Line Managers and SLT on best practice in respect of current employment legislation and internal policies including discipline and grievance, capability, absence, family friendly policies, flexible working, people development and recruitment. • Delivery of HR administrative tasks covering all employee and reportable data. • Identify development opportunities to improve soft skills and build future talent • Design and implement effective recruitment solutions • Cover for HR Manager in their absence • Coach and support line managers to build confidence and capability in handling people issues. • Contribute to the development and delivery of specific HR projects and initiatives. • Contribute to the design and delivery of relevant training activities that improve management capability in handling people issues. • Support the continuous improvement of HR practices in collaboration with the HR Manager.

3.	<p>MANAGEMENT OF PEOPLE</p> <p>None</p> <p>SUPERVISION OF PEOPLE</p> <p>None</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Creativity and innovation thinking is required in order to identify more effective and efficient systems and general working practice as well as identifying opportunities for the Trust.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Day to day contacts with staff and external bodies on a variety of HR matters.</p>
6.	<p>DECISIONS</p> <p>High profile impact on the Trust, its Academies, employees and stakeholders.</p> <p>A vital part of this role is that deadlines are met.</p> <p>Incorrect contracts and advice would have a significant implication on the quality of life of all employees and effect the reputation and efficiency of the Trust.</p>
	<p>a) Discretion</p> <p>The Post holder will be required to use discretion in dealing with staff</p>
	<p>b) Consequences</p>
7.	<p>RESOURCES</p> <p>General office equipment needed to carry out tasks, such as PC. To handle cash in line the schools finance policy.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Subject to frequent interruption and changing priorities but with no significant change to the overall programme of work.</p> <p>Meeting various deadlines, e.g. payroll and investigations, a timely response to phone calls and e-mails, correspondence to ensure adherence to fixed deadlines contained within the policies and procedures of the Trust .</p> <p>Post holder will need to re-prioritise on a regular basis in order to manager workload effectively and respond to changing demands and interruptions on a daily basis.</p>

	b) Physical Demands General office work, may involve long periods of working at a computer.		
	c) Working Conditions Work is carried out in a well-lit/ventilated office environment		
	d) Work Context Potential risk of abuse from students, parents and members of the general public		
10.	GENERAL		
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with the Trust's Equal Opportunities policy			
Health and Safety - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]