JOB DESCRIPTION

SENIOR HUMAN RESOURCES ADVISER
ORCHARD HILL COLLEGE & ACADEMY TRUST

General Purpose of Job:

To provide expert Human Resources (HR) advice, support and problem resolution service for Orchard Hill College and Academy Trust (OHC&AT), and external companies, known as Affiliates as part of the shared service provision, ensuring best practice in people management and working across multiple sites as necessary.

Functional Links

The Senior Human Resources Adviser will have specific responsibility for College /School /Academy/ Trust/ Affiliate HR support and liaise with the College /School /Academy /Affiliate, Trust staff, students, Directors, Governors, parents, carers, professionals including police, social services, Disclosure and Barring Service, UKBA and Teachers’ Pensions, volunteers, the public and visitors to maintain the high standards of the College and OHCAT.

Reporting Relationships

The Senior Human Resources Adviser will be expected to work under the direction of the Senior Human Resources Manager.

DUTIES AND RESPONSIBILITIES:-

Job Summary

To use developed specialist HR knowledge to provide sound advice on complex multi-faceted situations, assessing risk and providing options’ appraisals and possible solutions.

To update HR policies in accordance with changes in legislation and ensure that they are implemented correctly locally.

Facilitating and leading on good employee relations, supporting managers in effective implementation of all the OHC&AT, and Affiliates’ HR policies.

To advise on current HR legislation and trends, both on a national and local level, including leading on and supporting managers at formal hearings.

To provide information and analysis of data to guide and support Management Teams to improve their performance.

To provide advice to senior managers in OHC&AT and Affiliates on complex HR issues e.g. TUPE, complex disciplinary matters, change management and diversity issues.
To undertake ad hoc projects for the Head of Human Resources, as and when required, including managing complex TUPE transfers for schools and colleges transferring into OHC&AT, and for Affiliates, implementing new HR systems and managing the process.

MAIN DUTIES AND RESPONSIBILITIES

1. To advise managers, staff and external companies on best ER practice in OHC&AT, ensuring that advice given complies with good employment practice, employment legislation and OHC&AT and Affiliates’ standards and policies.

2. Interpret key HR policies in order to advise managers on appropriate action in disciplinary, grievance, sickness, performance, change and other employee relations issues.

3. To review and create new HR policy documents and guidance in accordance with best HR practice and current legislation.

4. To assist the Head of Human Resources in gathering information for Employment Tribunals, as required.

5. To participate in the planning and implementation of modernisation and change programmes across OHC&AT and Affiliates, under the direction of the Strategic Head of OD & HR. To facilitate constructive partnership working with staff representatives.

6. Advise and support managers, individual staff and groups of staff on issues which can be complex and sensitive, in accordance with HR policies, procedures, current legislation and OHC&AT/initiatives, including liaison with external agencies. This includes management of welfare issues, long term sickness, redeployment and redundancy, grievance and discipline.

7. Liaison with external agencies on cases e.g. Home Office, Police, UK Border Agency, Counter fraud, DBS, external partner organisations, DFE.

8. Supporting managers to ensure that they are equipped in dealing with employee related issues. Coaching managers and leading on meetings to demonstrate best practice in employment relations.

9. To write complex formal documentation to support case work, or support managers in the drafting of formal documentation as appropriate.

10. Monitor absence levels, identify problem areas and develop action plans in conjunction with line managers.

11. To advise on terms and conditions of employment, including negotiations to change terms and conditions.
12. To support the implementation of HR strategy and policies. To support the development, implementation and monitoring of national and local HR initiatives.

13. Actively participate in the business planning process with designated departments, relating to staffing needs.

14. To ensure that the relevant departments develop an annual workforce plan aligned to their business objectives.

15. Assist managers in OHC&AT, and Affiliates to develop workforce plans that enable them to deliver their objectives. This will entail leading, advising and supporting skill mix reviews and alterations to establishment, ensuring that Trust policies are adhered to.

16. Work with services across OHC&AT and affiliates to develop recruitment and retention strategies.

17. As part of a team, to lead on recruitment and selection for job roles in OHC&AT, and support as appropriate for Affiliates, chairing, participating in and advising interview panels, shortlisting and assessment centres.

18. Carry out job evaluation matching in accordance with the following schemes and terms and conditions:
   a. GLPC Evaluation System;
   b. Local Lecturers
   c. Teachers
   d. Soulbury terms and conditions.

19. To support the monthly payroll process on behalf of OHC&AT and Affiliates.

20. Ensure the delivery of HR performance targets within designated services with particular emphasis on sickness absence, attendance, statutory regulation of health and other professionals and local induction. This will involve helping managers to identify how targets can be best achieved.

21. To provide support to senior managers of OHC&AT, and Affiliates in the review of job roles and structures and to advise effectively on the development of service improvements and modernisation initiatives.

22. Ensure that managers involve and consult staff as appropriate.

23. Advise managers (internal and external) on the implementation of all types of organisational change and changes to skill mix, grading and the contracts of individual members of staff.

24. To advise managers (internal and external) on the implementation and consultation arrangements and statutory requirements for redundancy and redeployment in line with current legislation.
25. Design, prepare and run training and briefing sessions for managers and staff on HR and management practices. To co-deliver training with senior managers and other professionals as appropriate.

26. To design and develop bespoke training packages for external companies.

27. Participate in training on other HR related topics as appropriate.

28. To input information on the OHC&AT HR and associated workforce systems.

29. Ensure the accuracy of databases to enable the provision of reports to board level.

30. Take responsibility for maintaining the accuracy of data on all records and systems, including determining staff pay.

31. To take responsibility for the management of information related to the legal status of staff and their eligibility to work, for example work permits, Disclosure and Barring checks and professional registration.

32. Ensure that adequate notes of all formal meetings are made and kept which can be relied upon in subsequent internal meetings and Employment Tribunals.

33. Be familiar with the OHC&AT Payroll and computerised personnel systems; to oversee input and management of the systems by HR Co-ordinators, Administrators and Assistants. To retrieve, analyse and report information as and when necessary.

34. To support the preparation of regular management information reports for presentation at directorate management group meetings.

35. To provide advice on safeguarding issues taking account of London Child and Adult Protection Procedures and OHC&AT procedures.

36. To promote safer recruitment including implementing new government guidance and training and updates for managers.

37. To maintain information in a confidential manner, following data protection regulations.

38. To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.

39. To carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.

40. To carry out other such similar duties that may be reasonably required by the Head of Human Resources, or by the Senior Leadership Team.
SENIOR HUMAN RESOURCES ADVISER

Person Specification

QUALIFICATIONS/EXPERIENCE
1. Chartered Institute of Personnel and Development qualification or equivalent.

2. Significant, successful experience of generalist Human Resources work, including supporting managers, preferably in an educational environment.

3. Awareness of issues relating to people with learning difficulties, and willingness to work alongside students who may communicate through challenging behaviour.

ABILITIES, SKILLS & KNOWLEDGE
4. Able to operate at a senior level, advising and informing colleagues at all levels on policy, procedure and legislation relating to HR and tackling difficult and sensitive issues.

5. Sound knowledge of legislation and good practice relating to Child Protection and Safeguarding of Vulnerable Adults.

6. Specialist knowledge of either Local Government or School/Academy conditions of employment (this may be gained after employment).

7. Commitment to the promotion of Equality and Diversity.

8. Excellent organisational skills, in order to manage work to meet deadlines and ensuring accuracy.

9. Ability to manage, coach, develop and supervise staff.

10. Excellent communication skills, including written skills.

11. Good ICT skills, including the use of Word, Excel and PowerPoint and HR systems to produce reports, policies and procedures, formal correspondence and statistical data.

12. Highly numerate to ensure accuracy of pay and holiday calculations etc.