
Job description: Senior Human Resources Advisor / HR Business Partner



Responsible to:	Head of Human Resources
Line Manager to:	HR Administrator Apprentice
Period of Notice:	3 months
Pay scale:	TDA 52

Job Purpose:

- To lead on recruitment, resourcing and training and development for the academy
- To manage the operational HR activities of the academy including the HR Admin Apprentice and academy's HR System and SCR processes, escalating to the Head of HR and DSL for approval or guidance
- Provide professional HR advice and effective operational service to the Academy, being aware to the culture and values of the Charity (being bi-lingual and bi-cultural for d/Deaf and hearing staff)
- Provide expert advice to line managers in the people management of their teams in line with Academy policies, providing advice and guidance in all HR policies and procedures
- To support workforce development projects aligned to the People and Culture Development Plan and wider Charity strategy

Key Responsibilities:

Recruitment (including safer recruitment)

- To provide analysis and research to inform best practice and planning in our recruitment (advertising, selection and appointment) of staff across the academy
- To support the academy's resourcing plans to ensure sufficient staffing across all teams. To work with managers to identify future resourcing needs.
- To advise line managers in all aspects of the recruitment process (temporary or permanent), including review of job descriptions and person specifications, pay reviews, advert copy, routes of advertising, shortlisting, interviews, and assessment processes and effective recruitment campaign management. Underpinned by compliance with the Keeping Children Safe in Education and Safer Recruitment regulations
- Consider the candidate experience through all aspects of the recruitment process in supporting the employer brand, including management of applications, process, and feedback
- Work as part of a team to ensure compliance with safer recruitment processes
- In conjunction with the Head of HR investigate instances where details of convictions/cautions/reprimands have been recorded on a DBS check
- Keep up to date with changes in Safeguarding legislation/best practice and report how such changes will impact on HR processes and recommended changes to the Head of HR

Employee Development

- Assist the Head of HR in required areas of Workforce Development projects, providing research and best practice ideas to support proposed training or procedural changes
- Support the Head of HR and SLT in the middle leadership team skills analysis, to recommend, prepare and deliver a middle leadership development program on people processes and team development

- Lead in the annual cycle of appraisal / performance review processes, providing training on appraisal preparation, providing reporting on progress and rating distribution
- Provide career pathway reviews, to support each Assistant Principal in preparing how their team development corresponds with overall academy career pathways

Employee Relations

- Lead on formal or investigation processes relating to managing allegations, grievance, capability or disciplinary related issues and provide robust and compliant HR advice to formal panels where required, with support from Head of HR
- To advise line managers in the day to day operations
- Keep up to date with changes in employment legislation and examples of best practice and assist the HR Manager in the updating of current policies and the implementation and communication of new policies
- HR support in all aspects of staff absence in line with academy policy, through monitoring and reporting
- Work in partnership with Occupational Health in seeking medical advice in relation to health at work
- To advise on HR processes where formal consultation processes may be required, for example redundancy, restructuring, changes to terms and conditions (with reference to academy policies)

HR administration Management and Reporting

- Manage the HR Administrator Apprentice to ensure the HR system is an accurate capture of the people data of the academy, including SCR
- To support the HR team in ensuring the organisation of all administration to the HR team, to ensure training requests and processes are actioned promptly and accurately
- To be the lead liaison between the academy and the HR System provider, in keeping in touch with the system updates and input into the HR System provider development groups on behalf of the academy
- Use the HR systems and tracker tools within the HR Team to support collation of management information relating to absence, recruitment, workforce development and ED&I

General Administration/Ad hoc duties

- Complete and manage HR based projects as requested by the Head of HR and/or the Director of Finance & Resources.
- Support the HR Team in maintaining complete and accurate HR records, ensuring compliance with employment legislation and safeguarding regulations, specifically the Keeping Children Safe in Education (and Safer Recruitment) regulations
- Support in managing translation or interpreter requirements for Deaf staff, including translation of HR documentation from English to BSL

Other Duties:

- Uphold and demonstrate the Values of the Academy at all times
- Participate in annual performance appraisals and undertake relevant staff development
- To be responsible for the health and safety of self and others (in accordance with the Academy's Health & Safety Policy)
- To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy's Safeguarding Policy & Procedures

The above list is indicative and not exhaustive. The Senior Human Resources Advisor is expected to carry out all such additional duties as are reasonably commensurate with the role.

Person Specification: Senior HR Advisor /HRBP



Criteria	Essential	Desirable
QUALIFICATION & TRAINING		
GCSE qualifications in Maths & English Grade C/Grade 5	*	
Level 5 HR Qualification (or equivalent work experience ready for Chartered Experience Assessment route)	*	
Commitment to completing British Sign Language qualifications, up to Level 2	*	
EXPERIENCE		
Extensive experience as a HR Advisor, showing impact of leadership and advice	*	
Experience of managing and leading in ER cases - grievance, capability, disciplinary, whistleblowing, restructures (and managing allegations against staff - desirable)	*	
Experience of providing HR support and advice to employees and line managers on a day to day basis	*	
Experience of managing recruitment advertising and selection processes	*	
Experience of leading projects and wider HR / OD research and thinking, setting clear milestones, and tracking against progress	*	
Experience of using HR systems to provide HR analytics and reporting	*	
KNOWLEDGE & SKILLS		
Professional level of numeracy and literacy skills	*	
Understanding of how UK employment legislation works in practice and how to consider ways and approaches	*	
An understanding of Health & Safety policies and procedures, relevant to duty of care to staff		*
Understanding of the importance of confidentiality when handling sensitive information	*	
Able to implement policy updates, developing our policies in considering the impact to the organisation	*	
Excellent interpersonal, negotiating and influencing skills	*	
Ability to manage and prioritise own workload	*	
Confidence in using own initiative	*	
PERSONAL QUALITIES		
The ability to form and maintain appropriate relationships and personal boundaries with children and young people, being a key advocate for positive and prominent safeguarding culture in the organisation	*	
A strong work ethic with the ability to go the extra mile for all staff	*	
Ability to lead in meetings with Managers and staff	*	

A proven team player who will be happy helping others as much as themselves	*	
Maintains a professional approach when dealing with complex and sensitive people issues	*	