

## DEBBIEJUDDHR LIMITED

### JOB DESCRIPTION

#### HR ADVISOR

<b>Reporting to:</b>	Director
<b>Responsible for:</b>	No responsibility for staff

#### **Purpose of Role**

The flexible delivery of professional, accurate, effective, timely HR advice and support, as required.

#### **Key Tasks**

- To attend formal meetings, hearings, appeals and investigation interviews to provide professional accurate, effective HR advice and support on the process and procedure.
- To provide the flexible delivery of professional, accurate, effective, timely HR advice and support on the interpretation and application of employment legislation, teacher and support staff terms and conditions of employment and the full range of HR school policies and procedures.
- To effectively balance risks against benefit and justify a risk assessed solution to clients, empowering clients to manage HR issues in an effective manner.
- To develop and update HR policies and procedures and pro forma documentation, in line current legislation and HR best practice.

#### **General**

- To maintain effective working relationships with clients, colleagues, and external partners.

- To work individually and as part of a team, to achieve company objectives and standards.
- To take responsibility for own personal development, in line with agreed annual performance objectives and attend learning and development events, as requested.
- To network externally and remain up to date with employment law and best HR practice and be knowledgeable in the ways that other similar organisations operate.
- To ensure that all duties are undertaken in a safe manner, minimising risk, at all times.
- To carry out any other duties appropriate to the post, as required or requested by the line manager.
- Travel within North East of England will be required.

The job description should be signed by both the employee and the line manager. A copy of the signed form should be provided to the employee and a copy placed on the employee's personnel file.

.....  
Employee

.....  
Date

.....  
Line Manager

.....  
Date

**DEBBIEJUDDHR LIMITED**

**PERSON SPECIFICATION**

**HR ADVISOR**

FACTOR	Essential (E) Or Desirable (D)	Assess- ment Method*
<p><b><u>QUALIFICATIONS</u></b></p> <p>Full Member of Chartered Institute of Personnel and Development (MCIPD)            Minimum 5 GCSE's Grade C (or equivalent) including English and Maths            Evidence of continuous professional development (CPD)            Relevant HR Qualification at Level 7 or Higher</p>	<p>E E E D</p>	<p>A A A A</p>
<p><b><u>EXPERIENCE</u></b></p> <p>Demonstrable experience of working as an HR professional in a busy and demanding school/academy human resources environment, proving effective support and advice on HR matters (eg grievance, discipline, capability, performance management, restructuring, TUPE redundancy handling, recruitment etc).</p> <p>Experience which demonstrates effective knowledge and provision of HR advice and recommendations on the interpretation and application of employment legislation, terms and conditions of employment for teachers and local government support staff and HR policies and procedures.</p>	<p>E E</p>	<p>A/I/R A/I/R</p>

<p>Proven experience of successfully developing, implementing and monitoring a range of HR policies, procedures, pro forma HR documentation.</p> <p>Proven experience of providing effective customer service.</p> <p>Proven experience of writing, developing and providing HR related learning and development materials.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>
<p><b><u>KNOWLEDGE AND UNDERSTANDING</u></b></p> <p>A thorough understanding of current employment legislation and HR practices, particularly concerned with employee relations and contractual arrangements.</p> <p>A thorough understanding of local government support staff and teacher conditions of service and remuneration and payroll arrangements.</p> <p>A thorough understanding of the legislative structure of, and decision making/delegation arrangements for, schools and academies, relevant to staffing and employment matters.</p> <p>Understanding of, and ability to work to, principles of the General Data Protection Regulations and Data Protection Act</p> <p>Good standard of computer literacy and proven experience of using MS Office suite.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I/W</p> <p>I/W</p> <p>I/W</p> <p>I/W</p> <p>I/W</p>
<p><b><u>SKILLS AND ABILITIES</u></b></p> <p>Well-developed, professional customer-service focussed communication and interpersonal skills with the ability to build rapport and relationships with colleagues and customers at all levels, sharing information in a clear, concise manner.</p> <p>Ability to communicate effectively in writing.</p> <p>Trustworthy, with a proven record of confidentiality.</p> <p>Decision-making skills and the ability to balance risks against benefit and justify a risk assessed solution to clients.</p> <p>Ability to handle sensitive situations and information appropriately.</p> <p>Ability to analyse information and make risk assessed, effective, proactive solutions recommendations, presenting information clearly, concisely, accurately and in ways that promote understanding.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I/W</p> <p>I/W</p> <p>I/W</p> <p>I/W</p> <p>I/W</p> <p>I/W</p>

<p>Self-motivated and able to work proactively both independently and as part of a team.          Acts with integrity.          A positive, friendly 'can do' attitude.          Ability to cope with change, to be flexible and to handle uncertainty.          Detail conscious with a strong eye for accuracy.          Effective influencing and negotiation skills.          Takes responsibility and is accountable.          Excellent organisation skills and time management skills with the ability to prioritise proactively and meet deadlines.</p>	<p>E E E E E E E E</p>	<p>I/W I/W I/W I/W I/W I/W I/W I/W</p>
<p><b><u>OTHER</u></b></p> <p>Ability to work to travel within the North East of England          Flexibility with the ability to increase working hours, according to demand</p>	<p>E E</p>	<p>I I</p>

**Assessment Method\***

- Application Form (A)
- Interview (I)
- Work Based Test (W)
- References (R)