

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	People Adviser
Post Reference:	
Reports to:	People Operations Manager
Department:	People and Organisational Development
Grade:	027 - 031
Contract:	Full Time, Permanent
Location:	Any College Campus

ROLE PURPOSE

- To provide a professional, pragmatic, risk measured, and solution focussed People and Organisational Development Service to a range of departments, interpreting legislation and case law to advise on a full range of people matters, including ER cases across the College, ensuring policy and best practice are followed.

KEY ACCOUNTABILITIES

- Provide a solutions focused employee relations service to the College, which reflects the College Values and People Plan and leads to improved business outcomes.
- Support managers in carrying out investigations and support first formal hearings, taking a proactive role as required.
- Provide appropriate advice and support on contractual issues and ensure our different categories of staff are appropriately engaged to maximise organisational performance.
- Build and manage proactive working relationships with recognised Trade Unions.
- Support the People Business Partner in restructures/ change management, as required.
- Develop and support line managers to confidently deal with areas of employee relations, performance management, attendance management, employee engagement and assist them to find solutions to people related issues to upskill and build competency across the College.
- Support and review effective employee relations system and processes, ensuring they

are developed and maximised to support with efficient reporting, monitoring and management of casework that can provide meaningful data analytics.

- Identify solutions to people issues and present options and ways forward for management to consider.
- Provide advice and support to managers to enable them to carry out all appropriate recruitment processes in accordance with College policy.
- Produce reports and management information for College governors, senior leadership and management teams and Ofsted in a timely manner, in conjunction with the MIS/IT departments.
- Undertake monthly quality audit to ensure safeguarding compliance to ensure college and people policies are adhered to.
- Support in the development and implementation of HR policies and procedures.
- Carry out specific projects as and when required.
- Support the delivery of HR related training activities.
- Role model the College Values and the People & Organisational Development team Charter.
- Ensure professional knowledge and skills are kept up to date via appropriate CPD.

GENERAL RESPONSIBILITIES

- To actively promote Equality and Diversity in line with the College's policy and ensure that all policy advice is in line with current equality legislation.
- To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British values, the college values and responsibilities with regard to equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- To undertake such other reasonable duties commensurate with the post.
- To work at any of the College sites on a temporary or indefinite basis
- To invigilate during examinations if and when requested.

				ASSESSMENT METHOD			
PERSON SPECIFICATION – HR Officer, Post Reference: 6716	Essential	Desirable		Certificate	Application Documents	Reference	Selection Process
Qualifications							
Level 5 qualification in HRM or equivalent experience in the similar role	★			★			
CIPD Qualified at Associate Level	★			★			
Level 2 Maths and English Qualification	★			★			
Evidence of on-going CPD	★				★		★
Degree		★		★			
Experience							
Demonstrable ability to listen, discuss, negotiate and provide advice on difficult, complex or sensitive issues, considering the views of all parties	★				★		★
Significant experience in a proactive generalist HR role e.g. providing frontline advice to line managers and staff on a range of employee relations issues including absence management, disciplinary, capability and grievance	★				★		★
Experience of providing support and advice to managers carrying out investigations	★				★		★

Experience of leading employee related cases	★			★		★
Ability to proactively identify and seek solutions to continuously improve the HR service	★			★		★
Demonstrable experience of managing small department projects	★			★		★
Experience of producing reports and management information	★			★		★
Experience of leading employee related cases	★			★		★
Experience of supporting HR learning and development events		★		★		★
Experience of with recognised Trade Unions		★		★		★

				ASSESSMENT METHOD			
PERSON SPECIFICATION – HR Officer, Post Reference: 6716	Essential	Desirable		Certificate	Application Documents	Reference	Selection Process
Using a HR and Payroll system	★				★		★
Previous experience in education		★			★		★
Experience of facilitating training and development sessions		★			★		★
Skills and Understanding							
Extensive knowledge and understanding of HR issues and employment legislation and their practical application	★				★		★
Excellent customer service skills	★				★		★

Excellent communication skills, both oral and written, and excellent attention to detail	★			★		★
Strong interpersonal and relationship building skills	★			★		★
An effective team worker	★			★		★
Experience of supporting change management		★		★		★
Ability to use Microsoft Office (Word/Excel/PowerPoint)	★			★		★
Ability to produce, to understand and analyse HR reports, highlighting any trends or matters requiring action	★			★		★
Ability to work and make decisions both independently and collaboratively, having first evaluated all options, and be able to support decisions with factual information	★			★		★
Experience of identifying ways in which quality of service can be improved and carrying out quality assurance checks of transactional HR Processes	★			★		★
Personal Attributes						
Suitable to work with children and young people	★		★ Criminal records check via DBS	★	★	★

				ASSESSMENT METHOD			
PERSON SPECIFICATION – HR Officer, Post Reference: 6716	Essential	Desirable		Certificate	Application Documents	Reference	Selection Process
Self-motivated	★				★		★
Responds positively to change	★				★		★
Confidential, efficient and professional	★				★		★
Tactful, diplomatic and at ease with people at all levels	★				★		★
Flexible and committed	★				★		★
To be resilient, able to work and stay calm under pressure	★				★		★
To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.	★				★		★

To uphold British Values, the college values and responsibilities with regard to equality and diversity.	★				★		★
To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	★				★		