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| **JOB INFORMATION**  **JOB DESCRIPTION** | | | |
| **JOB TITLE** | **Associate HR Business Partner** | **GRADE** | **7 (£25,699 to £27,261).**  **8 (£28,077 to £30,677).**  **(salary will be based on criteria laid out in the person specification below).**  **Contract 6 months** |
| **RESPONSIBLE TO** | **HR Business Partner (Oxfordshire, Berkshire or Surrey).** |  |  |
| **JOB PURPOSE** | | | |
| The post holder will work as part of the Group HR Team and will provide HR advice and guidance in accordance with Activate Learning’s employment policies and procedures. As part of the team your focus will be on the continued development and improvement of our services to both our internal and external customers as part of Activate Learning mission and values. The person will be undertaking HR work specifically related to the transition work at Surrey colleges:  • To aid in restructure of Surrey colleges as part of the transition process to Activate Learning; meetings/consultations, writing redundancy paperwork, meeting notes and liaison with solicitors in preparing settlement agreements, trial period meetings and documentation  • To transfer HR files from the P drive (Guildford) into the X drive (Activate)  • To consult and move VH staff where appropriate to fixed term/permanent contracts  • To aid managers in understanding the Activate systems and processes  • To support the SCR process (if required) | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | |
| **Planning and organising**   * The postholder will be responsible for planning, organising and managing casework to ensure that it is timely and managed in accordance with Activate Learning’s employment policies and procedures. * To support and guide managers with performance management i.e. capability and probation as well as absence management issues and work with HR Business Partners on more complex aspects of employee relations and organisational design. * To take minutes as part of the grievance and disciplinary processes, and to support HRBPs who act as lead advisor for each case. * To initiate the Occupational Health process and make referrals where required and work with managers and HRBPs where appropriate. * To work with the HRBPs and the Recruitment Team to support with effective management of the staff recruitment process such as participating in interviews and selection assessments and to provide process advice for recruiting managers. * To proactively support managers with people issues and to provide a first point of contact for any advice whilst escalating to the HRBP should the issue become complex or sensitive. * To support the onboarding process of new employees and to liaise with HR Services as well as leading assessment centres and specific training activities for new employees and line managers where appropriate. * Management of the administrative aspects of the Occupational Health Contract to include the pre-employment checks, Occupational Referrals and other outsourced contracts to ensure SLA requirements are met to include analysis of data, invoices and review of provision.   **Coaching and communicating**   * To coach managers and help facilitate their continuous development in line management skills, enabling them to manage difficult situations effectively and appropriately. * To be the first point of contact for a line manager for the provision of HR advice and guidance. * To educate business managers in the Activate Learning people policies & procedures (including but not limited to probation, absence management, performance management, objective setting etc).   **Teamwork and team development**   * To work closely with other members of the HR Team to ensure HR Group Services are of the highest standard, exceed client expectations, represent value for money and generate income. * To support with HR projects as determined by SLT in HR as and when required.   **Compliance and quality management**   * To provide a high quality and legally compliant advisory HR service to all stakeholders and managers when required. * To provide people data to relevant members of the HR team and if needed line managers to drive compliance with HR policy and process and to support improvement of employee performance and customer satisfaction.   **Innovation and development**   * To identify and recommend areas for change as part of good practice and changes in employment legislation. * To undertake project work as required.   **Environment and Culture**   * Contribute to a well organised, purposeful and motivating learning environment where students feel safe, secure, confident and valued. | | | |
| **GROUP/ EMPLOYEE RESPONSIBILITIES** | | | |
| * To always work and act in accordance with the group’s Vision, Values and Strategic Plan * To demonstrate professional behaviour and appearance at all times * To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning’s policies and procedures * To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated * To be accountable for own safety and that of colleagues/ visitors to the workplace * To work in a flexible manner and be willing to undertake other duties as reasonably requested | | | |
| **Grade 7** | | | |
| **QUALIFICATIONS & EXPERIENCE** | | **TECHNICAL COMPETENCIES /SKILLS** | |
| Essential   * CIPD qualified Level 3 working towards Level 5 * Previous experience of working in a fast paced HR team * Strong personal organisation skills * Accurate and attentive to detail * Excellent communication & influencing skills to provide confident counsel * Strong demonstrable experience and knowledge of employment law * Ability to communicate concisely, clearly and assertively both in writing and verbally * Proactively focused on personal development   Desirable   * CIPD Level 5 qualification * Coaching qualification or experience * Experience of working in an education environment * Experience working across multi-sites | | Essential   * Good IT skills and be confident in the use of HR systems and manipulation of data * Ability to communicate concisely, clearly and persuasively both in writing and verbally. * Sound demonstrable knowledge of employment law and confidence in the interpretation and use of an employer’s policies. * A pragmatic, common sense approach to the work to achieve the right outcome for the organisation. | |
| **Grade 8** | | | |
| **QUALIFICATIONS & EXPERIENCE** | | **TECHNICAL COMPETENCIES /SKILLS** | |
| Essential   * CIPD qualified Level 5 (or working towards Level 7) * Previous experience of working in a fast paced HR team * Strong personal organisation skills * Ability to work with consistent accuracy & attention to detail * Ability to influence & educate managers in people processes * Strong demonstrable experience and knowledge of employment law and confidence in the integration and use of AL policies * Ability to apply commercial thinking to achieve business outcomes * Proactively focused on personal and professional development * Excellent communication & influencing skills to provide confident counsel   Desirable   * CIPD Level 7 qualification * Coaching qualification or experience * Experience of working in a further education environment * Experience managing TUPE processes and working with merged business units * Experience managing restructure processes and associated documentation | | Essential   * Good IT skills and be confident in the use of HR systems and manipulation of data * Proven ability to communicate concisely, clearly and persuasively both in writing and verbally. * Sound demonstrable experience and knowledge of employment law and confidence in the interpretation and use of an employer’s policies. * A pragmatic, common sense approach to the work to achieve the right outcome for the organisation. * Ability to interpret employee data and to advise managers on appropriate ways to improve and maintain employee performance and outcomes * Proven ability to provide solutions to employee matters that meet business need * Proven ability to lead on HR related projects | |
| **Activate Learning Standards of Behaviour** | | | |
| Display and role model the Activate Learning Standards of Behaviour:  **TAKE RESPONSIBILITY**, doing what we say we are going to do by:   1. planning ahead 2. staying focused 3. meeting agreed deadlines   **EARN RESPECT**, being positive with each other by:   1. listening attentively 2. being honest   **AIM HIGH**, going further by:   1. setting challenging goals 2. being resilient 3. improving continuously   **MAKE IT HAPPEN**, by:   1. taking initiative   inspiring each other to meet all these standards | | | |

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*