

# Job Description and Person Specification



## SENIOR HR ADVISOR

<b>Salary:</b>	<b>£21,265 - £22,452 pa inclusive</b>
<b>Hours:</b>	<b>27.5 hours per week x 40 weeks per annum – flexible working hours could be negotiated</b>
<b>Leave:</b>	<b>This is a term time only appointment. You are required to be at College when it is in session. All holidays therefore should be taken during the College vacation</b>
<b>Reports to:</b>	<b>Head of Human Resources and Professional Development</b>
<b>Location:</b>	<b>This post will initially be based at the Main Campus, Isleworth</b>

### The purpose of the post is to:

- Support the Head of HR & Professional Development in providing a comprehensive, effective and professional HR service to all College staff.
- Lead on performance management issues.
- Be responsible for policy research, development and implementation
- Be responsible for HR annual publications and surveys.
- Assist the Head of HR & Professional Development with the training and development of the HR team.
- Provide support and guidance to the team in the absence of the Head of HR & Professional Development.
- Ensure the confidentiality of documents and all other personal information held in, or dealt with by, the HR Department.
- Provide high quality HR advice and support to college managers and staff that reflect College policy and HR related legislation.

### The duties and responsibilities are:

#### Policy Review, Development and Maintenance

1. Maintain up-to-date knowledge and awareness of employment law and good practice in order to effectively provide support, advice and guidance to managers and staff on all aspects of employment including conditions of service and College policies and procedures.
2. Ensure College policies and procedures are compliant with employment law and good practice.
3. Be responsible for informing managers and staff of policy changes, providing training as appropriate.
4. Conduct Impact Assessment on policies.
5. Advise and lead on the drafting of new policies as and when required.
6. Carry out regular reviews of HR policies and procedures.
7. Be responsible for the maintenance of the central policy file.

### **Employee Relations Casework**

8. Provide advice, guidance and support to managers and staff on conduct and performance issues.
9. Assist with investigations into conduct, performance and grievance issues.
10. Arrange meetings and hearings ensuring all relevant documentation is issued.
11. Attend informal and formal meetings and hearings, providing advice, guidance and administrative support.
12. Act as HR representative at College meetings as appropriate.
13. Develop and maintain effective and professional working relationships with College managers and representatives of the recognised unions.

### **Recruitment and Selection**

14. Participate in selection interviews as required
15. Be responsible for ensuring eligibility to work in the UK regulations are adhered to.
16. Process eligibility to work in the UK applications as required.
17. Keep abreast of changes in eligibility legislation ensuring that both the HR Team and College Management Team are kept informed and advised on this.
18. Be responsible for providing guidance to managers on engagement of IR35 Workers.

### **Job Evaluation**

19. Lead on Job Evaluation reviews in accordance with the College's Job Evaluation procedure.
20. Provide advice and guidance on grading proposals and requests.

### **Staff Handbooks**

21. Be responsible for the annual production and distribution of the Staff and Managers' Handbook.

### **Staff survey**

22. Arrange for the production and distribution of the survey form.
23. Analysis of the survey results, producing a report on the findings.

### **General**

24. Keep up to date with internal and external developments relating to HR generally and within further education.
25. Assist with the collation of information and statistical data for the production of reports for Corporation meetings and statutory returns as well as the monitoring and maintenance of the departmental self assessment report.
26. Take minutes at confidential meetings
27. Present a professional, efficient and friendly image and to ensure a high standard of customer service and responsiveness
28. Work safely, considering the safety of others and working within the guidelines stated in the College Health and Safety Policy
29. Provide support to the other HR staff as directed by the Head of HR & Professional Development
30. Undertake enrolment duties including evening work as required.
31. Adhere to and comply with the College financial regulations.
32. Promote a positive image of the College in all contacts with students, employers and professional bodies.
33. Carry out any other reasonably comparable duties that may be required from time to time.

# Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Graduate membership of the CIPD or willingness to undertake qualification.
2. Possess a Literacy and Numeracy qualification at Level 2.
3. A sound knowledge and understanding of current employment legislation and best practice.
4. Experience within the Education or Public Sectors.
5. An awareness of the current and key issues in the Further Education Sector.
6. Substantial experience in an operational HR role in a complex organisation, including experience of payroll matters.
7. Experience of advising and supporting managers on the full range of employee relations issues.
8. Have good social and inter-personal skills in order to work as part of a team and be able to relate to staff at all levels.
9. Proven ability to deal with confidential and/or controversial matters and to manage emotionally demanding situations.
10. Experience of using computerised HR information and management systems.
11. Have good oral and written communication skills.
12. Ability to analyse and interpret statistical information for management purposes.
13. Proven ability to organise a complex workload, manage conflicting demands and work to tight timescales.
14. Ability to communicate effectively both verbally and in writing.
15. Well developed IT skills with the ability to manipulate and present information in various formats. Proficient in the use of Microsoft Excel and Word.
16. Demonstrate an understanding of and commitment to delivering a high standard of customer service.
17. A commitment to CPD and a willingness to undertake job-related training.
18. Have an awareness of safeguarding and prevent.
19. Demonstrate an understanding of the College's Equal Opportunity Policy and an awareness of its practical application in this role.

**Equality and diversity**

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff. The whole college community – women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

**Closing date: 15 August 2022**

**Reference No: 6HUR001**

**Interview date: TBC**

# Conditions of Service

Contract:	Permanent 27.5 hours per week for 40 weeks
Salary:	£21,265 - £22,452 pa inclusive Please note the salary range for this post is points 35-37 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 35
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	This is a term time only appointment working 40 weeks per year. You are therefore required to be at College when it is in session. All holidays therefore should be taken during the College vacation.
Hours:	27.5 hours per week
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.  Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.  The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.