

Post:	HR Adviser
Responsible to:	HR Manager
Pay Band:	7

JOB PURPOSE

To deliver an effective, high quality, customer-focussed HR service to the College by providing first-line advisory support, with the HR Casework Co-ordinator, to line managers and employees, referring to the HR Manager and/or Head of HR as appropriate. To make a pro-active contribution to the HR team's overall service to managers and employees by adopting a best practice approach and by ensuring that College HR policies and procedures are followed and are regularly updated in accordance with changing statutory and best practice requirements.

KEY RESPONSIBILITIES

First line Advisory Support to managers

- To provide managers with consistent, appropriate and timely advice in a proactive and solution focused manner on all matters relating to the employment lifecycle including: terms and conditions of service, HR policies, Occupational Health and employee relations matters, referring to the Head of HR or HR Manager as required.
- To help managers improve their understanding of College policies and procedures by providing guidance and coaching as appropriate

First line Advisory Support to employees

- To provide first line advice to employees and to support the HR team in signposting employees to the relevant policies and procedures as appropriate, referring to the HR Manager or Head of HR as required.

Casework

- To manage all elements of casework (performance management, attendance management, disciplinary, grievance, occupational health, family friendly etc), as appropriate, gaining support from the HR Manager or Head of HR if required.
- To support with investigations and related administration
- To update and maintain HR casework records, HR database (iTrent) and a casework tracker
- To provide support with casework-related correspondence
- To run reports related to e.g. maternity and paternity entitlements, absence levels and so on

To assume specialist responsibility for specific HR Functions

- To develop specialised knowledge and understanding of specific HR functions, if required
- To work with the Head of HR and HR Manager to ensure that the College adopts a best practice and legally compliant approach to the functional areas.

HR Projects

- To assist the Head of HR and HR Manager with specific HR projects as and when required (including but not limited to College policies and procedures, Standard Operating Procedures for internal processes, changes to employment legislation, HR infrastructure improvements, Recruitment campaigns)

General

- To work with the HR team to ensure consistency of approach and shared knowledge across the team, as well as working together to contribute to service improvement by implementing systems and procedures which support the accurate prioritisation and timely completion of work, in line with customer needs.
- Assist the Head of HR and HR Manager in ensuring Health and Safety, Safeguarding & Prevent, and Equality and Diversity commitments are met.
- Provide advice and support with all aspects of the HR service, as required
- To be a professional, pro-active and positive member of the HR team, setting an example to the team and wider College
- To participate in relevant cross-group meetings and development activities.
- To support the College in its compliance with all statutory requirements e.g. Ofsted, Single Central Record and Safeguarding.
- To support with running training on systems, processes and procedures to a variety of College audiences, including the team, line managers and senior managers.
- To carry out any other duties appropriate to the position, as and when required by the Head of HR, HR Manager or other senior representative of the College.

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

	Essential Criteria	How Assessed
	Qualifications/Awards/CPD	
1.	CIPD qualified to Level 5, Associate Member	Application Form
2.	Educated to Level 3 (or equivalent)	Application Form
3.	Evidence of commitment to ongoing Continuing Professional Development	Application Form
	Professional Knowledge and Experience	
1.	Experience of working in a HR environment	Application Form
2.	Proven experience of dealing with casework, providing first line advice and guidance	Application Form / Interview
3.	Excellent interpersonal and communication skills (verbal and written) including developing rapport, empathy, trust and professionalism as well as communicating information effectively	Application Form / Interview
4.	Understanding of current employment law and best practice	Application Form / Interview
5.	Experience of using electronic HR/Payroll software and interpreting data	Application Form / Interview
6.	Excellent organisational skills (time management, flexibility, accuracy and prioritising skills)	Application Form / Interview
7.	Ability to effectively plan and manage project work to a successful conclusion in accordance with tight deadlines	Application Form / Interview
8.	Strong, demonstrable HR administration skills including attention to detail, ability to write letters accurately and effectively, produce management reports, take accurate notes, manage electronic calendars	Application Form / Interview
9.	Evidence of both successful teamwork and the ability to work independently	Application Form / Interview
10.	Commitment to equality of opportunity and inclusion in all aspects of service delivery	Application Form / Interview
	Desirable Criteria	How Assessed
1.	Chartered Member of the CIPD	Application Form

2.	Experience of using iTrent	Application Form/ Interview
3.	Experience of dealing with general HR administration such as recruitment and selection,(including developing adverts and Job Descriptions, interviewing and creating and applying a range of selection tests etc) and Staff Development (booking rooms, advertising, liaison with delegates and trainers etc)	Application Form / Interview
4.	Experience of working in HR in an education setting	Application Form
5.	Experience of delivering training	Application Form
6.	Experience of change management, including TUPE and restructuring	Application Form / Interview
7.	Experience of working with Unions	Application Form / Interview