HR Associate

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| Salary/grade range | Grade 10 £39,571- £44,624  Part-time hours negotiable |
| Location | Preston with regular travel around schools in Lancaster and Morecambe |
| Reports To | CEO |

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| Purpose of role:  To contribute to the delivery of a HR service which adds value through continuous improvement.  To assist in the delivery of the Trust’s objectives by undertaking project work. |
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| Key accountabilities (and specific duties / responsibilities):  The HR Advisor is an integral part of the Bay Learning Trust HR team and focuses on providing best-practice HR advice and building effective relationships.    The post holder will demonstrate professionalism, technical competence, good interpersonal and networking skills and the ability to work independently as well as within a team. The post-holder will at all times operate within Trust regulations and procedures.  The principal duties and responsibilities of the HR Advisor will include the following areas: |
| Key Activities   * To provide generalist HR support to the Central Team and schools * To provide advice and guidance on operational HR issues, such as recruitment, disciplinary, grievance and performance management. * To provide advice and guidance on occupational health referrals, absence management and return to work matters. * To provide HR and admin support to investigating officers in the management of employee relations casework including investigations into conduct, capability and grievances. * Attend informal/formal meetings and hearings, ensuring all paperwork work is accurate and taking notes at meetings as required. * To contribute to Trust HR projects as necessary. * Support and actively promote a commitment to the Trust’s policies and procedures including those related to Equality, Diversity and Inclusion and Health and Safety. |

In addition to the duties listed here, the post holder is required to perform other reasonable duties which are assigned from time to time.

It is the Trust’s intention that this job description is seen as a guide to the major areas and duties for which the HR Advisor is accountable. However, this may change and the post holder’s obligations will vary and develop. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**Personal attributes required (based on job description):**

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| Attributes | All attributes are ***essential***, unless indicated below as ‘desirable’. | How measured, e.g. application form (A), interview (I) |
| Qualifications |  |  |
| * Working towards CIPD Level 5 (Certificate in Personnel Practice) or equivalent experience/qualification * Effective literacy, numeracy and IT skills (GCSE maths and English, Grade C/Grade 4 and above, or equivalent) |  | A  A  A |
| Experience |  |  |
| * Experience of working in a HR environment in schools * Experience of supporting with disciplinary matters * Experience of inputting and extracting data from an IT system with accuracy |  | A/I  A/I  A/I  A/I |
| Skills, Ability, Knowledge |  |  |
| * An understanding of employment law and best practice * Ability to provide advice and guidance on HR policies, procedures and terms and conditions of employment * Ability to communicate and build relationships effectively with a wide range of people both verbally and in writing * Ability to interpret data and present verbally and in writing * Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology e.g. Microsoft Word, Excel, PowerPoint * Well developed organisational and planning skills and ability to manage competing deadlines * A pro-active and positive approach to continuous improvement * A professional approach to work and colleagues * A strong team player with the ability to work independently |  | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| Personal Qualities |  |  |
| * Be excited to share your knowledge and expertise with a diverse family of schools and be able to travel to all the schools within the Trust. * Access to your own car with a full driving license is essential. * Flexible approach to work. * Demonstrable commitment to equality of opportunity at work. * Demonstrable commitment to a healthy and safe working environment. * Demonstrable commitment to the values, beliefs and expected behaviours of the Trust. * Willing and able to visit other schools across the Trust. |  | I  A/I  I  I  I  I  I |

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.