

JOB DESCRIPTION

Post Title: HR Advisor

Grade: Band 9 (scp 24-27)

Responsible to: HR Manager

Job Purpose: To deliver a comprehensive professional HR service for our Leadership team across our family of schools and central service functions, supporting the delivery of our Strategic Objectives. To work as a proactive HR team member, covering all areas of the trust region of Darlington, Durham, Hartlepool and Stockton on Tees.

Main Responsibilities

Under the direction of the HR Manager, the postholder will support our Headteachers and Senior Leaders to manage Human Resources across all services in our Trust. drive forward through HR delivery, our ambition to be an employer of choice, where we have an inclusive culture and our employees feel engaged, valued and included.

- To provide specialist HR advice across the range of employee relation matters such as Absence, Disciplinary, Performance Capability, TUPE, Grievance, Organisational Change and Recruitment. This will be in accordance with employment legislation and the Trust's suite of HR policies and procedures.
- Pro-actively manage a HR Caseload regularly liaising with appropriate senior Trust Leaders to discuss and progress. To ensure accurate recording of all case work which may include minutes, emails, letters, witness statements.
- Champion Health and Wellbeing at work, with direct liaison with School leaders to identify absence triggers and actions required to support employee wellbeing and attendance.
- To develop relationships with Trade Unions and other external partners such as Pensions, Payroll, Occupational Health.
- Develop and support the implementation of all HR policies and project activities of the HR service.

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- Facilitate recruitment activities across our Trust.
- Ensure that Trust schools have required HR-related safeguarding checks in place and an up-to-date Single Central Register and HR Files.
- To provide statistical information and KPI data on both a regular and hoc basis, as requested to Schools and Leadership team, ensuring all data is up to date and accurate and responses are timely.
- Support HR colleagues as required.
- Support an increase in People Manager Skills through day-to-day interactions and delivery of subject specific training, this will involve development of learning resources and toolkits.
- Actively demonstrate commitment to own continuous professional development CPD and knowledge of HR 'best practice'.
- As an employee of Bishop Hogarth Catholic Education Trust, you may work from time to time in one or more of our Academies, to undertake other duties assigned by HR Manager commensurate with job role and remit of responsibilities.
- To familiarise and comply with all Trust Policies and Procedures.

Trust Mission, Governance, Safeguarding, Equality & Diversity, Health & Safety

- To support our Trust's mission, vision, values and strategic objectives.
- To participate in wider Trust meetings and working groups as required.
- To hold responsibility for all areas of delegated authority in the Trust Scheme of Delegation.
- To implement our Trust's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics.
- To implement our Trust's safeguarding policies and practices.
- To safeguard and promote the welfare of children, we expect all staff and volunteers to comply, share and communicate our commitment to safeguarding.
- To implement your health and safety responsibility in line with our Trust's Health and Safety Policy.
- To contribute to the Trust's commitment to continuous improvement as identified in the Trust's quality assurance systems. Ensuring that data is handled in line with the General Data Protection Regulations.