



<b>Job Title:</b>	<b>Regional HR Advisor</b>
<b>Location:</b>	<b>Regional Office/Home based (with travel to schools as required)</b>
<b>Hours of work:</b>	<b>37 hours per week</b>
<b>Reports to:</b>	<b>Regional HR Business Partner</b>

**Purpose of the Role:**

To be responsible to the Regional HR Business Partner in providing a proactive, customer focused and effective HR advisory service which is responsive to regional academy needs and supports the delivery of AET strategic objectives.

**Responsible for/structure:** No Direct Reports

**Responsibilities:**

**HR advisory support**

- To advise Principals, senior managers and academy staff on absenceHR issues including but not limited to: TUPE, grievance, disciplinary, dismissals, redundancy and restructure, contractual changes, sickness absence management capability procedures, terms and conditions of service, remuneration and recruitment and selection process and procedure.
- To lead on HR casework and offer expert interpretation, advice and representation on employment legislation, best practice and policy and procedures.
- To respond to all HR advisory and administrative matters in a timely, accurate and professional manner.
- To advise the Regional HR Business Partner of cases that need to be reported to the Trust insurers or legal advisors.
- To ensure the HR case-log and other relevant databases and trackers are up to date at all times to support effective case management.
- To liaise with legal insurers and professional advisors regarding legal and procedural issues, compiling evidence for use in employment tribunals, personal injury claims, etc. working with the Regional HR Business Partner.
- To provide support and advice to Principals/senior leaders and managers undertaking management investigations.
- To attend and provide advice to panel members/Principals at any relevant hearings ensuring compliance with the relevant policies and legislation.
- Produce legally compliant HR meeting notes, letters and documents for case work with support from the Regional HR Business Partner.
- To develop and maintain positive relationships with staff and managers in the schools in your region.



### **HR reporting and analysis**

- To contribute to reports, agendas and notes for monthly HR meetings with Principals.
- To research and deliver reports, briefings and presentations as required including regular reporting and analysis of data on starters, leavers, headcount, absence, academy management structure, and staff turnover.

### **Job evaluation**

- To advise on the development of job descriptions
- To carry out job evaluations and validation
- To ensure all job evaluation submissions are sent through on the correct documentation and are logged on central systems
- To carry out job evaluations in a timely manner, complete validations and ensure this is fed back to the requester with advice when required
- To continually improve the job evaluation process seeking feedback where appropriate and ensuring this actioned.

### **Supporting the HR team**

- To attend regular HR meetings with the Regional HR Business Partner and/or Head of HR Services, and others across the HR team, to ensure good communication within the AET HR Team.
- To contribute to the effective management and the day to day running of the HR Regional Office inbox ensuring all queries are resolved within agreed parameters and/or SLAs.
- To assist with HR projects as required.
- To provide cover for HR Advisor colleagues in different regions in times of absence/staff shortage, including attending and advising at meetings as required.
- To support HR Coordinators in drafting contractual paperwork and documents, and to undertake any necessary administrative tasks required.
- To deliver any relevant HR update briefings or systems training for the HR Coordinators, and to support induction and training of new HR Advisors.
- To respond to queries in the absence of any member of the HR regional team ensuring that any queries are allocated to the correct member of the team or dealt with in their absence.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.



2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Trust.
5. There may be occasions when it will be necessary to cover other roles within the region or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



**Person Specification**

**Job Title: HR Advisor**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Must have significant, proven HR advisory experience</li> <li>• Experience of conducting and advising at disciplinary/grievance/redundancy meetings/hearings</li> <li>• A proven track record of dealing with complex HR issues</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level with a relevant professional qualification, full (CIPD) qualification or equivalent experience</li> <li>• Education HR experience Knowledge of education sector</li> <li>• Experience of dealing with HR in a multi-site organisation</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> <li>• Knowledge of human Resources policies and procedures</li> <li>• Knowledge of TUPE legislation</li> <li>• Ability to use to at least an intermediary level Google suite</li> <li>• Ability to write professional letters, emails and reports</li> </ul>	<ul style="list-style-type: none"> <li>• Safer recruitment/safe guarding/child protection</li> <li>• Ability to use databases and experience of data entry</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	•	•
	Forward and strategic planning	•	•
	Abilities	<ul style="list-style-type: none"> <li>• Ability to communicate with people at all levels</li> <li>• Ability to and influence people</li> <li>• Ability to be</li> </ul>	•



		<p>proactive and prioritise work</p> <ul style="list-style-type: none"><li>• Ability to produce accurate correspondence and identify errors</li><li>• Ability to produce and understand statistics and</li><li>• collate these in reports for distribution</li></ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"><li>• Work effectively as part of a team</li><li>• Ability to work independently</li><li>• Strong interpersonal skills</li><li>• Understand and comply with procedures and legislation relating to confidentiality and Data Protection</li></ul>	
	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul></li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Show a commitment to promoting the welfare and safeguarding of</li></ul>	



		<p>children and young people</p> <ul style="list-style-type: none"><li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	
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