



Northumberland Church of England Trust

JOB DESCRIPTION

JOB TITLE:	Senior HR Advisor
SCHOOL:	NCEA Trust
SALARY:	Band 8
RESPONSIBLE TO:	Director of Human Resources

Northumberland Church of England Trust Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Trust.

PURPOSE OF JOB:

The purpose of this role is to support the HR service for the Northumberland Church of England Trust.

MAIN RESPONSIBILITIES:

- Advise on all HR/ Personnel/Performance Management and payroll policies appropriate to the needs of the whole Trust e.g. Absence Management Policy.
- Ensure full compliance of all policies with education and employment legislation.
- Ensure that all managers comply with relevant Trust policies and legislation through the provision of training and advice for middle and senior managers
- Support the HR Team in their roles assisting and advising where necessary.
- Work alongside the Recruitment Specialist allowing her to take time out to develop her role and the recruitment practices within the Trust.
- Work alongside the HR Advisor allowing her to take time out to develop her role and the processes within the Trust.

- Support the Team with the implementation of the HRIS and developing processes associated with it.
- Deal with any HR issues that may arise including pay and conditions of service
- Prepare and update Job descriptions and person specifications for new and reviewed positions.
- Support staff development and performance management in line with Trust policies.
- Assist in monitoring of sickness absence within the Academy, identify trends in absence and ensure that a reporting system is in place which provides management with up to date and accurate information. Ensure that all documentary evidence is completed and communicated to appropriate personnel including occupational health referrals
- Develop standard operating procedures in relation to HR and working through senior managers ensure their effective implementation across all schools within the Trust
- Promote employee wellbeing through the Trust's health and safety, stress management, fitness for work, disability and equality policies
- Act as a mediator in staff disputes
- Act as the point of contact for all employee related matters both within and beyond the organisation
- Contribute along with senior managers to the development and maintenance of high quality and effective communication across the Trust which establishes a positive and productive climate and good working relationships

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



Northumberland Church of England Trust

Person Specification: Senior HR Advisor	Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> • Recent experience of working in an organisation of at least similar size and complexity • Positive experience of team work in a similar role • Acting in a leadership/ management role • The use of HRIS to promote high-quality HR provision • Working with trade associations • Detailed knowledge and understanding of Safeguarding procedures and Central Records procedures and practice • Recent experience of working within the public sector, school, LA, Trust 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p>Skills & Competencies:</p> <ul style="list-style-type: none"> • Well-developed ICT and management skills combined with the desire and ability to use them in the diverse environments of the Trust • The ability to work closely in supporting all staff including senior management, parallel teams such as finance and administration. • Ability to remain positive under challenging circumstances • A flexible approach to supporting staff with the capacity to implement change in terms of both innovation and consolidation of Best Practice • A commitment to multi-team working, coupled with a pro-active and independent approach to personal professional development • High expectations of self, colleagues, community and pupils • The personal integrity and robustness to lead on matters including discipline, capability, fitness for work • An evidenced personal nature of compassion and understanding that will facilitate the identification and support of individual needs. • A commitment to implement and promote Trust policy in all matters 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<p>Knowledge & Qualifications</p> <ul style="list-style-type: none"> • Knowledge and understanding about the needs of the range of staff employed within an Trust • Knowledge of the particular employment law, pay and conditions, health and safety issues relevant to staff in the Trust • Detailed knowledge and understanding of Safeguarding procedures and Central Records procedures and practice • Level 7 (Post Graduate) qualification in HR Management from the Chartered Institute of Personnel and Development or equivalent work based experience • Degree in a related field, including Business management and Psychology • Recognised training through CIPD, ACAS, Trade Associations 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p>Physical, mental and emotional demands:</p> <ul style="list-style-type: none"> • Commitment to helping provide a high quality service to all 	<p style="text-align: center;">✓</p>	

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Other: <ul style="list-style-type: none">• Willingness to participate in training and development	✓	