Role title: HR Advisor

Reporting to: Associate Director of People

Role outline and responsibilities

To provide a comprehensive HR advisory service to all Pivot provisions. The postholder will assist the wider HR team with all areas of HR to ensure all HR related matters are dealt with in an effective and consistent manner, providing advice and guidance regarding policy and best practice.

The role will involve travel across West Yorkshire, as required.

Duties and Responsibilities:

- To provide a comprehensive HR advisory service to staff and managers and to contribute to the efficient operation of all HR related activities
- To be the first point of contact for Headteachers and other senior leaders regarding all employment relations queries and to manage any subsequent casework under the relevant policy, supporting with:
    - management of absence (short and long term)
    - undertaking investigation meetings and preparing investigation reports / packs
    - performance management, including formal capability processes
    - grievance meetings
    - probation process
    - disciplinary meetings
    - employment and staffing related queries
- To design and deliver HR related training/coaching to line managers
- To ensure efficient and effective HR administration across Pivot, continuously driving improvement in practice and delivery
- To oversee the recruitment and selection process including: advertising vacancies, monitoring and collating application forms, supporting with short-listing processes, providing relevant guidance for managers, arranging and co-ordinating interviews, liaising with recruitment agencies where required.
- To oversee for the new starter on-boarding processes including: completion of pre-employment checks such as references, DBS, eligibility to work in the UK, in line with the Keeping Children Safe in Education guidance, ensuring offer letters and contracts are issued in a timely manner
- Co-ordination of induction processes
- Co-ordination of mandatory training
- Co-ordination of supply staff via recruitment agencies
- To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity etc) from standard templates
- To monitor the HR and Recruitment email inboxes
- To act as formal note taker in meetings
- To ensure probation meetings and performance reviews are held on schedule and issue training agreements as required
- To ensure accurate information is provided to the payroll provider in a timely manner to ensure staff receive correct salary payments each month
- To ensure that the Single Central Record is maintained and updated as required
- To maintain staff personnel files and ensure accurate and appropriate records are kept up to date
- To ensure that the HR system is maintained and accurate
- To use the HR system to produce reports on key HR metrics
- To assist with HR data input, ensuring GDPR compliance
- To deal with employee queries on pay, pensions and other benefits
- To work closely with the Associate Director of People on various projects
- To keep up to date with changes in employment law

- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our learners, your colleagues and your own mental health
- To treat all learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people
- To carry out any other duties as requested by your line manager

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	• English and Maths GCSEs at grade 5 / C or above • Proven experience in the HR field • Experience of working to deadlines • CIPD Level 5 or willingness to study towards it • A full UK driving license and access to a reliable roadworthy vehicle.	• Graduate qualification
Knowledge and understanding	• Understanding of HR processes and procedures • Understanding of data protection • Understanding of employment legislation	• Understanding of safeguarding procedures relating to the role, aware of Keeping Children Safe in Education
Skills and abilities	• Excellent customer service skills • Sound judgment and ability to make decisions • Ability to use a range of software packages including the Microsoft suite • Meticulous attention to detail, highly organised • Ability to inspire confidence in staff • Able to manage own time and prompt others to meet deadlines • Ability to maintain a professional manner during difficult conversations • Ability to show empathy whilst being firm and fair • Discreet, able to maintain confidentiality relating to staff and student issues • Ability to communicate effectively to a range of audiences (internal and external) • High personal standards and able to provide a role model for students and staff	
Personal qualities	• Approachable, polite and professional • Reliability and integrity • Adaptability to changing circumstances / new ideas • A commitment to inclusive education • Resilience and perspective • Keeps up to date in the HR field through CPD	• Determination to succeed and the highest possible expectations of self and others