**Job Description:**

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| **Post:** | **HR Adviser (Maternity cover)** |
| **Salary Grade:** |  £21534 (pro rata for part time staff) |
| **Responsible to:** | HR Manager |
| **Responsible for** | N/A |

**Key Purpose:**

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| **1** | To support the HR Manager with the provision of consistent and reliable generalist HR advice in relation to relevant policies and practices across the College including the practical application of employment law with staff issues. |
| **2** | To oversee and be responsible for co-ordinating and managing an efficient and robust recruitment and selection process, providing outstanding support, advice and communication to managers and job applicants. |
| **3** | To provide and develop effective working relationships with Managers through attending meetings and advising/supporting them on all HR issues and in particular with regard to monitoring sickness absence ‘trigger’ points, occupational health referrals and the application of the College Managing Sickness Absence Policy |
| **4** | To compile and maintain appropriate records of HR/ER casework using appropriate spreadsheets/databases/metrics to measure service delivery |

**Key Responsibilities and Accountabilities:**

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| **A** | Co-ordinate and manage the recruitment process, including* Ensuring authorisation (through HR1/2 process) of posts to be filled/changes to contracts
* Advice on wording of adverts, Job Descriptions and Person Specifications, advertising media, timescales and selection processes to be used
* Liaison with Agencies and contacting Bank Staff as necessary
* Arrangements for interviews and other selection processes
* Ensuring appropriate pre- employment checks are carried out and recorded appropriately and DBS checks and references are taken up
* Attendance at interviews when required
* Managing the appointment process and unsuccessful candidates
* Issue of letters of appointment and variation to contract letters as necessary.
* Issue of Contracts of Employment, ensuring salaries and Terms and Conditions of Service are correct.
* Liaison with Payroll as necessary
* Maintenance of appropriate databases and records including personnel records on Document Manager
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| **B** | Provide advice on terminations including notice periods, issue of termination letters updating of staff records and liaison with payroll as necessary |
| **C** | Provide advice to Directors and Managers on a range of other HR issues as a first point of contact eg Sickness, Maternity, Capability and support etc. |
| **D** | Work as a team primarily with the other HR staff to ensure efficient and effective processes and resolution of day to day enquires including:* Induction
* Probationary periods
* Return to Work meetings, phased returns and reasonable adjustments
* Exit Interviews
* The Performance Development Review process (Blue Sky)
* Staff Development
* Family Friendly Policies, flexible working, special leave and annual leave
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| **E** | Maximise use of HR data/Payroll Information systems and contribute to the monitoring and production of high quality management information/reports for the HR Manager and Vice Principal. Regularly update and maintain HR systems as appropriate. |
| **F** | Maintain absence data and provide reports as required. Liaison with Managers over absence ‘trigger points’ and ensure robust management of meetings. Give advice on the need for Occupational Health referrals when necessary. Discuss OH reports with Managers and the employee and any follow up actions needed, including, in liaison with the HR Manager, recommending dismissal in long term absence cases |
| **G** | Assist and support with the management of change including restructuring and harmonisation. Liaising with staff and Managers during consultation periods, attendance at meetings as necessary and implementing and issuing new structure documentation. |
| **H** | Contribute towards the design, development, updating, implementation and maintenance of HR Policies and Procedures and Contracts of Employment. |
| **I** | Under the supervision of the HR Manager and the Organisational Development Manager, contribute to the development of improved local people management practices and staff development as necessary. |
| **J** | Undertake project work and participate in working groups as directed by the HR Manager/Vice Principal and work closely with colleagues on specific projects which need a multi-disciplinary approach. |
| **K** | Provide support at formal meetings with employees, taking notes/minutes at investigation meetings, interviews, disciplinary, dismissal and grievance meetings as necessary. |
| **L** | Monitor and order resources including stationary as necessary |
| **M** | To actively seek personal development opportunities and be responsible for maintaining own CPD |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required.  |
| **2** | Value and promote diversity and equal opportunities.  |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety.  |
| **4** | Adhere to College policies and procedures.  |
| **5** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults.  |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Graduate member or working towards CIPD |  | X | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 3 | Experience in a generalist/advisory HR role | X |  | A/I |
| 4 | Experience of delivering high quality customer focussed HR services | X |  | I |
| 5 | Experience in analysing data and producing reports |  | X | A/I |
| 6 | Experience of managing/supervising a small team |  | X |  |
| 7 | Experience in and knowledge of advising managers on HR related procedures, casework, change management and policy interpretation. | X |  | A/I |
| 8 | Experience of using HR or Payroll systems |  | X | A/I |
| 9 | Knowledge of current and emerging legislation, case law and best practice with an aptitude for translating legal developments into practice. |  | X | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 10 | Competent in using Microsoft Office packages, e.g. Word, Excel | X |  | A/I |
| 11 | Professional and customer focused approach including absolute discretion, diplomacy and sensitivity. | X |  | I |
| 12 | Pro active and self motivated | X |  |  |
| 13 | Ability to deliver consistently professional, high quality work with accuracy and appropriate attention to detail | X |  | I |
| 14 | Ability to interpret policies and procedures, identify issues and use initiative when providing solutions. | X |  | I |
| 15 | Excellent interpersonal skills with the ability to influence effectively with staff at all levels and build effective relationships. | X |  | I |
| 16 | Prioritise own workload in an organised manner and work under pressure juggling multiple priorities and deadlines. | X |  | I |
| 17 | Ability to work independently and as part of a team, sharing and demonstrating ideas of good practice. | X |  | I |
| 18 | Resilience and tenacity when overcoming a number of obstacles to achieve results. | X |  | I |
| 19 | Desire to develop and achieve professionally in line with CIPD training | X |  |  |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment