



Job Description

Title:	HR Advisor
Reports to:	Head of HR
Direct reports:	HR Assistant (x1)
Location:	CHAT
Hours:	Full time
Contract Type:	Permanent
Salary:	Pay point 35 (£32,950)

Purpose of the job:

CHAT is looking to recruit a suitably experienced HR Advisor on a permanent basis, with demonstrable communication skills and presence, who shares a passion and enthusiasm for our education trust and is determined to make a difference to the lives of pupils and staff, as part of our partnership commitment.

This role will have line management responsibility for the HR Assistant in the HR team and will report into the Head of HR, if you are looking for your next opportunity to further develop your line management experience in a supportive team then this could be the role for you.

The Trust is at an exciting point of change and development with real scope to make your mark on some changes to policy and development of key processes at the Trust. The main objective for the HR team this coming year is to make the shift from a transactional function to a transformational one. A key project for this role is to support the delivery of the plans to upskill and empower line managers across the Trust to achieve this objective.

The Team:

The HR team are going through some exciting changes and growing! This is a great opportunity to support a fast paced HR team in an organisation who are at a point of change and development. We are also at an exciting point with our new HR system project, on track to launch phase one in April 2018 for manager self-service and a new online recruitment and applicant tracking system.

The HR team comprises of the Head of HR, x1 HR Advisor (vacancy) x1 HR Assistant, x1 HR Administrator and a HR Project Manager (fixed term until March) based in a HR Office that shares one of the sites with two of our Primary academies in Edmonton in North London.

A key aspect of this role is to support the Head of HR in providing quality advice and support to line managers and driving the delivery of the HR People Plan at CHAT.



Main Responsibilities:

Recruitment and Selection

- Oversee the coordination and management of recruitment and induction processes in accordance with safer recruitment and CHAT HR policies across the Trust.
- Manage relationships with relevant recruitment agencies and the CHAT Academies, ensuring the most cost-effective provision of staffing for the Trust. Development of PSL for CHAT.
- Ensure all pre-employment checks, including right to work checks, are carried out in line with safer recruitment guidance, and that the Single Central Record is always accurate and up to date.
- Ensure a meaningful induction and probation process is in place for all new starters at CHAT

Employee Relations, Policies and Procedures

- Provide quality advice and guidance on the implementation of CHAT HR policies and procedures, liaising with the central HR team as required
- Advise on employee relations issues; process and manage related casework
- Develop trusted relationships with colleagues across the school and network
- Support with workforce planning across the academy
- Implement/support staff wellbeing initiatives
- Implement/support employee engagement initiatives

Data Management and Reporting

- Manage the HR Information System, including administration of the system to ensure it is fit for purpose for CHAT – ongoing development and maintenance of reporting capabilities
- Maintain an accurate Single Central Register (SCR), keeping up-to-date with legislation, in accordance with current Ofsted requirements
- Co-ordinate the data for the Trust's School Workforce Census annual return
- Produce reports as required for the Head of HR and CEO

Performance Management, Appraisal and Staff Training

- Support line managers through the performance management process as required
- Ensure a robust performance management process is in place, for teaching, support and operational staff
- Develop and maintain a staff training record of statutory training
- Advise on, arrange and monitor relevant training and development

Compliance

- Ensure compliance with current employment law, HR best practice and CHAT HR policies and procedures
- Oversee absence management, including reporting and recording processes
- Co-ordinate and monitor the completions of performance management processes



- Take responsibility for ensuring that the probation process is managed effectively

Payroll and Pension Administration

- To work closely with the managers in processing payroll changes and support pension administration

General HR Administration

- Maintain an accurate paper and electronic filing system for personnel records
- Complete a range of HR related paperwork and produce high quality, accurate HR letters
- Support the processing of staff changes, staff leaving documentation and arrange exit interviews
- Monitor the use of fixed term contracts and ensure that issues are followed up
- Monitor probation periods, ensuring compliance with CHAT probation policy
- Assist and support on HR projects as and when required.

Other

- Carry out other reasonable tasks as directed by the Head of HR

Skills and Experience:

Qualifications

- CIPD Qualified level 5 or equivalent or Qualified by experience (Desirable)
- GCSE English & Maths – Grade C or above
- Any other relevant HR qualifications, i.e. coaching, mediation, conflict resolution

Technical skills and experience

- Up to date employment law knowledge
- Excellent IT skills; ability to use Microsoft Office packages including Word, Excel and Outlook
- High level of attention to detail for all correspondence
- Confidence in using HR systems for reporting and data analysis – specifically 'SelectHR' system (Access software) or other well known HR information system
- Understanding of compliance requirements in Academies and knowledge of 'Keeping Children Safe in Education'.
- Excellent interpersonal and communications skills, in person, by telephone and in email
- Experience of managing a busy workload and conflicting deadlines, demonstrable time management & organisational skills, has the ability to manage multiple tasks and projects

Personal skills

- Interpersonal and influencing skills, able to develop and maintain strong working relationships, both within CHAT and with external partners



- An ability to work as a highly effective team player, able to both collaborate and lead
- Ability to cope with, and resolve, conflict
- Exceptional communication skills, verbal and written
- Numeracy skills and confidence with statistics
- Confident, positive personality
- Ability to manage and deliver a complex and diverse workload
- Excellent communication and influencing skills with people of different teams and levels; and
- Conducts themselves professionally in terms of dealing with peers and management
- Demonstrable teamwork attitude
- Excellent relationship building skills

Outstanding work ethic:

- Passionate about HR
- Well organised, efficient and resourceful;
- Takes pride in the organisation and in their work;
- Delivers quality results to agreed deadlines;
- Takes the initiative to improve the status quo, and open minded to suggestions of new and improved ways of working

Customer service:

- A friendly professional manner
- Driven and self-motivated
- Administers correspondence, information requests in an efficient and timely manner
- Understands and can balance compliance requirements, pressures and the Trust's requirements