

## JOB DESCRIPTION

<b>Job Title:</b> HR Advisor - Schools	<b>Post No:</b>	<b>Grade:</b> Band D
<b>Service:</b> Human Resources	<b>Division:</b> HR Operations	<b>Location:</b> Nelson House/ Home Hybrid working
<b>Organisational information:</b>  <b>Responsible to:</b> Senior HR Business Partner  <b>Dimensions:</b> The postholder will deliver HR services to service level agreements with schools and other clients, and will identify where appropriate opportunities for new business.  <b>Key relationships/Functional links with:</b>  <i>Internal:</i> HR Managers and Advisors, Hoople Managers and staff, Schools Employee Services team, Hoople Resourcing, Payroll, Training and Education, Finance  <i>External :</i> Local authority managers and staff; Head teachers, Chairs of governing bodies, school governors, senior school staff, teaching and support staff; Legal Services; Occupational Health; full-time and lay trade union officers, new business clients and members of the public.		
<b>Main Purpose of Job:</b> <ul style="list-style-type: none"> <li>To provide a professional, high quality advice and support service on the full range of HR matters to schools and academies.</li> <li>To support the development of Hoople and the Schools HR function in line with Hoople's vision and values, identifying and developing business opportunities with existing and new customers.</li> <li>To develop and maintain collaborative and productive relationships with customers based on professional credibility, excellent customer-care and solution-focused advice.</li> <li>Proactively develop skills and understanding of both the commercial aspect of the organisation and the HR function, providing a commercially focused, value-added service.</li> <li>To undertake activities based on specific deliverable, projects and/or customer areas requiring specialist HR knowledge and experience.</li> </ul>		

- To provide a high quality business-focused HR advisory service on operational issues that support performance improvement, and the school's objectives, strategy, vision and values.

**Main Responsibilities / Accountabilities / KRA:**

The postholder is accountable to the HR Manager (Schools) in the delivery of allocated tasks to time, quality and cost. The post holder works largely autonomously, under the general guidance of the HR Services Manager and HR Manager (Schools), using professional judgement to ensure the principles of good employment practice are adhered to at all times.

**Job Activities:**

- To provide a highly credible and professional advisory service to head teachers, governors, new clients and others, across the range of HR services.
- To seek, as appropriate, opportunities for new business by developing new and existing networks, and demonstrating the value that Hoople HR can add to an organisation.
- To create and maintain effective working relationships with customers, that is based on excellent customer care, professional expertise and a thorough understanding of their organisation.
- To understand the needs of clients, working with them to develop solutions that are not only in line with best practice and employment law, but are practical, customer-focused and take account of their objectives, strategy, vision and values.
- To advise and provide appropriate interpretation to customers on employment law and employee terms and conditions. These will vary dependent upon customer organisations and the contents of individual employee's contracts of employment but will include:
  - Provision of advice on employment practices, pay and conditions of services in compliance with the School Teachers' Pay and Conditions Document, Burgundy Book, Green Book, School Staffing Regulations and School Governance;
  - Provision of advice on school specific policies/issues including performance management, recruitment and selection of headteachers, deputy and assistant headteachers; attendance, disciplinary; grievance and redundancy.
  - Provision of advice on terms and conditions, pay, policies, procedures and HR issues for other clients.
  - Provision of advice on the employment implications of safeguarding allegations against staff.

**Frequency**

- To advise and support line managers in dealing with staffing issues and complex casework including discipline, performance, redundancy, absence and grievance investigations; from the provision of written/telephone advice to acting as advisor to customers in formal and preparatory meetings and hearings.
- To advise schools and other clients in relation to change management programmes, including consultation meetings with staff and trade union consultations ensuring compliance with relevant policies, legislation and School Staffing Regulations.
- To provide advice and support on the TUPE process during schools' conversion to Academy status or other TUPE transfers.
- To provide specialist knowledge on the varying categories of schools in relation to specific statutory obligations and legal standing for both Governing Bodies and the Local Authority.
- To provide customer specific HR advice to customers and employees on interpretation of HR policies and employment legislation.
- To answer queries from customers on HR issues, either by telephone, email, in writing, via Teams or in person at client sites.
- To assist in the design and delivery of HR training programmes for schools and other clients where there is a requirement for specific training on HR issues, for example, employment law, managing attendance, introduction of policies or procedural issues.
- To be responsible for managing and delivering specific allocated projects to time, quality and cost. Working with customers, HR Managers, and others in the HR function as appropriate.
- Work with customers on recruitment and selection exercises providing advice on the development of job descriptions, job evaluation, and person specifications, job advertisements, selection tests / exercises and assessment centres.
- To advise customers on terms and conditions of employment including equal pay matters and support and participate in customers' job evaluation schemes.
- To work collaboratively with trade union representatives on casework, change management programmes and other employee relations issues.
- To facilitate formal communication and consultation with employees and their representatives in order to facilitate change, resolve conflict and promote a positive working environment that involves staff.
- To provide, as appropriate, advice to Herefordshire Council in respect of centrally employed teachers.

<ul style="list-style-type: none"> <li>• To assist with the provision, interpretation and monitoring of data and management information, as required, following the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.</li> <li>• To attend LADO meetings (multi-agency safeguarding meetings) in relation to allegations made against directorate or school based employees to ensure the safeguarding and welfare of children and young people, providing advice on the HR implications of any allegations.</li> <li>• To generate new ideas or initiatives that improve performance, reduce costs or creates new business opportunities.</li> <li>• To ensure effective continuing professional development of skills, knowledge and understanding, particularly in the area of employment law.</li> </ul> <p><i>This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.</i></p>	
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#### **General information:**

The post holder will be required to comply with Hoople's policies and procedures and to adhere to its vision and values.

Hoople has a no smoking policy and staff are not permitted to smoke on any premises of Hoople or its customers nor in any vehicle used on business.

The postholder will promote Hoople's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature:
	Date:

**Date Job Description last reviewed:**

August 2023



