
Job description: Senior Human Resources Advisor



Responsible to:	Head of Human Resources
Period of Notice:	3 months
Pay scale:	TDA 52

Job Purpose:

To provide high-quality, proactive and professional HR advice to managers and leaders across the academy's education, care, therapies and corporate services teams in shaping our workforce and supporting our people.

To lead on recruitment and resourcing, provide expert support on employee relations, and contribute to workforce development initiatives that strengthen capability, engagement, and retention. This role is central to maintaining a positive culture and ensuring compliance with safeguarding and regulatory expectations (including Ofsted and CQC)

Key Responsibilities:

- To provide expert advice on employee relations matters, including absence/capability, performance, disciplinary, grievance, family leave, whistleblowing and flexible working. To coach and support managers in handling sensitive people issues confidently and in line with best practice. Alongside the Safeguarding and Welfare Team, support in Allegations Against Staff processes. To provide expert advice on investigations and ER processes, to best outcome.
- To oversee the recruitment and resourcing processes, through operational and strategic work. Working with the HR Co-Ordinator, the academy's marketing team and relevant middle and senior leaders to plan campaigns and activities that support the academy's recruitment needs.
- Using the academy's HR information system to ensure staff information and case notes are administered accurately, and processes and data are utilised to best effect to inform manager discussions, employee development and training, and workforce planning.
- To support workforce development projects aligned to the people and culture development plan and wider charity strategy, such as skills and training reviews, restructure or reorganisation, cultural audits, working groups and staff engagement surveys.

Recruitment (including safer recruitment)

- To provide analysis and research to inform best practice and planning in our recruitment (advertising, selection and appointment) of staff across the academy
- To support the academy's resourcing plans to ensure sufficient staffing across all teams. To work with managers to identify future resourcing needs.
- To advise line managers in all aspects of the recruitment process (temporary or permanent), including review of job descriptions and person specifications, pay reviews, advert copy, routes of advertising, shortlisting, interviews, and assessment processes and effective recruitment campaign management. Underpinned by compliance with the Keeping Children Safe in Education and Safer Recruitment regulations

- Consider the candidate experience through all aspects of the recruitment process in supporting the employer brand, including management of applications, process, and feedback
- Support a strong employer brand that reflects the academy's values and mission
- Work as part of a team to ensure compliance with safer recruitment processes
- In conjunction with the Head of HR investigate instances where details of convictions/cautions/reprimands have been recorded on a DBS check
- Keep up to date with changes in Safeguarding legislation/best practice and report how such changes will impact on HR processes and recommended changes to the Head of HR

Employee Development and Wellbeing

- Assist the Head of HR in required areas of Workforce Development projects, providing research and best practice ideas to support proposed training or procedural changes
- Support the Head of HR and SLT in team skills analysis, to recommend, prepare and deliver development programs that support team development and skill
- Support the delivery of the annual cycle of appraisal / performance review processes, providing training on appraisal preparation, providing reporting on progress and rating distribution
- Contribute to career pathway reviews, to support each Assistant Principal in preparing how their team development corresponds with overall academy career pathways
- Provide review and input into the academy's wellbeing strategy, providing recommendations on activities, policy changes or areas of focus. Support the Head of HR in chairing the Staff Wellbeing Working Group.

Employee Relations

- Lead and manage complex casework and investigations, ensuring fair and compliant outcomes
- Coach managers to build confidence and capability in managing people issues
- Support formal consultation processes such as restructure or changes to terms and conditions
- Work with Occupational Health to support employee wellbeing and effective return-to-work strategies
- Lead on areas of HR Policies and provide recommendations on compliance with employment legislation, best practice and employee experience
- Support with internal communications of workforce changes and HR policies and procedures, including regular input with Weekly Staff Briefing and Termly Staff Forum.

HR administration and reporting

- To support the HR team in ensuring the organisation of all administration to the HR team, to ensure training requests and processes are actioned promptly and accurately
- Use the HR systems and tracker tools within the HR Team to support collation of management information relating to absence, recruitment, workforce development and ED&I

General Administration/Ad hoc duties

- Complete and manage HR based projects as requested by the Head of HR or Senior Leadership Team.
- Support the HR Team in maintaining complete and accurate HR records, ensuring compliance with employment legislation and safeguarding regulations, specifically the Keeping Children Safe in Education (and Safer Recruitment) regulations
- Support in reviewing adjustments for roles, interpreter requirements for Deaf staff, including translation of HR documentation from English to BSL

Other Duties:

- Uphold and demonstrate the Values of the Academy at all times

- Participate in annual performance appraisals and undertake relevant staff development
- To be responsible for the health and safety of self and others (in accordance with the Academy's Health & Safety Policy)
- To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy's Safeguarding Policy & Procedures

The above list is indicative and not exhaustive. The Senior Human Resources Advisor is expected to carry out all such additional duties as are reasonably commensurate with the role.

Person Specification: Senior HR Advisor

Criteria	Essential	Desirable
QUALIFICATION & TRAINING		
GCSE qualifications in Maths & English Grade C/Grade 5	*	
Level 5 HR Qualification and Chartered CIPD (or equivalent work experience ready for Chartered Experience Assessment route)	*	
Commitment to completing British Sign Language qualifications, up to Level 2	*	
EXPERIENCE		
Significant experience in a generalist HR Advisory role (typically 3-5+ years or equivalent experience)	*	
Experience of working in education, care or other complex operational environments		*
Experience of managing and leading in ER cases - grievance, capability, disciplinary, whistleblowing, restructures (and managing allegations against staff - desirable)	*	
Experience of providing HR support and advice to employees and line managers on a day to day basis	*	
Experience of managing recruitment advertising and selection processes	*	
Experience of safer recruitment practices and working within regulated environments (e.g. KCSIE)		*
Experience of leading projects and wider people and organisational development work. Setting clear milestones, and tracking against progress	*	
Experience of using HR systems to provide HR analytics and reporting	*	
Experience working in inclusive environments or supporting diverse communication needs		*
KNOWLEDGE & SKILLS		
Professional level of numeracy and literacy skills	*	
Understanding of how UK employment legislation works in practice and how to consider ways and approaches	*	
An understanding of Health & Safety policies and procedures, relevant to duty of care to staff		*
Understanding of the importance of confidentiality when handling sensitive information	*	
Able to implement policy updates, developing our policies in considering the impact to the organisation	*	
Excellent interpersonal, negotiating and influencing skills	*	

Ability to manage and prioritise own workload	*	
Confidence in using own initiative	*	
PERSONAL QUALITIES		
The ability to form and maintain appropriate relationships and personal boundaries with children and young people, being a key advocate for positive and prominent safeguarding culture in the organisation	*	
Personal resilience to respond professionally within an organisation with challenging student needs and complex staffing models	*	
A proactive and committed approach to supporting colleagues.	*	
Ability to lead in meetings with Managers and staff	*	
A proven team player who will be happy helping others as much as themselves	*	
Maintains a professional approach when dealing with complex and sensitive people issues	*	