

JOB DESCRIPTION

Job title: Senior HR Adviser
Salary Range: £24,932 - £28,222 p.a (£30,749 - £34,808 p.a FTE)
Hours: 30 hours per week (4 days per week)
Reporting to: HR Director
Responsible for: N/A

JOB PURPOSE

Under the direction of the Director of HR, to provide operational HR support across the Skills Education Group (SEG). Provide administrative support to the Director of HR as required.

To support and advise the senior leadership team in day-to-day HR functions.

To assist the HR Director in creating a diverse and inclusive working environment where staff feel welcomed, supported, valued, trusted and engaged; and where staff can develop and grow their careers.

MAIN DUTIES AND RESPONSIBILITIES

Recruitment and Retention

- Work to ensure that a fair, effective and consistent recruitment and selection processes are carried out across the organisation, in line with SEGs Recruitment and Selection Policy.
- Prepare job descriptions, person specifications and advertisements in line with the needs of the organisation
- Liaise with the Director of HR and in relation to advertising costs and with recruitment agencies as required
- To organise and coordinate the recruitment process. Design, support and facilitate selection processes including interviews, other selection activities and support panels as necessary.
- To be responsible for the on-boarding process, including all paperwork and processes e.g. offer letters, contracts, payroll, right to work and other statutory pre-employment checks in a timely manner.
- To ensure new employees go through an effective induction programme as appropriate to their role. Liaising with IT and other colleagues as required.
- To communicate effectively with other staff and teams as required in relation to starters, leavers and changes in roles.
- Support and monitor probation processes for new employee

- Monitoring and reviewing recruitment data, including exit interviews and making recommendations to the Director of HR based on any trends and observations as required.
- Monitor and review starters and leavers providing reports to the Director of HR as required.
- Draft and issue offer letters and contracts of employment in line with the relevant terms and conditions in a timely manner
- To keep comprehensive and accurate employee records, using Sage HR, to be the expert user of the system, maintaining and developing it and providing training to users as required.
- To assist with the preparation of the monthly payroll by providing Finance with the changes in data by the date required each month, ensuring that all staff computerised records are maintained in accordance with audit and data protection requirements.
- Assist with the development and promotion of SEG as an employer of choice.

Managing Attendance and Wellbeing

- Assist with the analysis and monitoring of sickness and leave of absence data and providing reports to the Director of HR
- Carry out formal Stage meetings, long term absence meetings and return to work meetings supporting managers as required
- Maintain absence records and monitor against triggers, maintain contact with employees on long term sick, arrange home visits, occupational health referrals and phased returns
- Undertake risk assessments where required
- Support the Director of HR with initiatives to improve the wellbeing and engagement of teams and individual employees

Employee Relations

- Under the direction of the Director of HR support with and conduct disciplinary and grievance investigations as required
- Assist Managers with performance/capability casework
- Assist with the organisation of hearings and appeals including the preparation of letters and bundles

Health and Safety

- Support the Director of HR and the Director of Finance and Operations in completing Risk Assessments as required

- Carry out Risk Assessments including Workplace Risk Assessments, Stress Risk Assessments, Pregnancy Risk Assessments and DSE Assessments as required
- Advise and support Managers in making reasonable adjustments
- Review and amend policies and processes in conjunction with the work carried out by the Director of Finance and Operations and the Director of HR.

Policies

- Support the Director of HR with policy review, development, amendment and formatting
- Assist the Director of HR in the facilitation of employee consultation as necessary
- Draft updates to policies where the law or procedures have changed for the approval of the Director of HR

Support for the Director of HR

- Provide administrative support to the Director of HR where required
- Assist with the drafting of key reports including reports for Trust Board on behalf of the Director of HR.
- Assist with diary management, ensuring the optimum use of the Director of HR's time around meetings
- Support at internal and external meetings; arranging venues, inviting attendees, collating agendas and other papers
- Provide hospitality for internal meetings if required
- Produce minutes, or other outputs, from meetings and distribute as directed
- Support the Director of HR at formal meetings, providing administration support as required
- Maintain appropriate filing and record systems on behalf of the Director of HR in accordance with SEG policy and the principals of GDPR

General Responsibilities

- To respond to HR related enquiries, queries and correspondence from staff and managers at all levels, referring onto other individuals as appropriate.
- To be responsible for the organisation's UKVI Sponsorship licence, including issuing Certificates of Sponsorship and ensuring that records are maintained in line with the terms of the licence.

- To oversee the apprenticeship program by supporting manager, mentors and apprentices through ongoing guidance, performance reviews, and development; and ensuring compliance with standards and policies.
- To support the Director of HR to ensure regular employee 1-1 and performance management meetings take place including probation and appraisals.
- To ensure effective and efficient control of information and data in line with GDPR requirements.
- Ensure an understanding and overview of current Employment Legislation and statutory guidance on HR related matters across SEG

OTHER DUTIES

- To ensure awareness of, and compliance with, all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of health and safety legislation.
- To exercise proper care in operating, handling, and safeguarding any equipment and appliances provided and issued by Skills and Education Group for individual or collective use in the performance of duties.
- To participate in the appraisal process and undertake appropriate training/development to ensure up-to-date knowledge and practices are applied
- and maintained for the efficient and effective performance of the post and to support the strategic objectives.
- To uphold and promote the Equal Opportunities and Diversity policies and practices.
- To present an appropriate professional image on official Company business.

TERMS AND CONDITIONS

This post is subject to the terms and conditions determined by the Skills and Education Group.

PERSON SPECIFICATION

Senior HR Adviser

Qualifications and Professional Development

Essential

- CIPD graduate or equivalent formal HR qualification, or working towards

Desirable

- Educated to a degree level

Knowledge, Skills and Competencies

Essential

- A knowledge of current HR legislation
- An in-depth understanding of conditions of service and legislation that impact on employees in the sector
- Excellent written and verbal communication skills and be able to relate well to all stakeholders
- Ability to work as part of a team
- Ability to work independently
- Diplomatic and confident
- Flexible approach to meet demands of the role
- Self-motivated and ability to use initiative to ensure tasks are completed

Desirable

- Knowledge and understanding of skills sector and further education legislation

Experience

Essential

- At least 2 years' experience of working in a HR role
- Experience in supporting a wide range of areas of the HR function as outlined in the JD

Desirable

- Experience of working in the Skills, Further Education or Awarding Sector