

 Richmond and Hillcroft Adult Community College	JOB DESCRIPTION/ PERSON SPECIFICATION
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POST	Human Resources Advisor
DEPARTMENT	Human Resources
GRADE	Scale 2 (£28,022 - £34,816)
REPORTS TO	Head of HR
DIRECT REPORTS	

JOB PURPOSE

To support the Head of HR and work as part of a team accountable for the provision of a highly quality, business focused and flexible operational HR service across the College. To assist with the implementation and maintenance of the College's staff development programmes and initiatives. To support all colleagues in HR related activities, including recruitment campaigns, management information and employee related issues. The post holder is required to be qualified to at least Level 3 Certificate in Human Resource Practice from CIPD or have relevant experience at an advisory level.

MAIN DUTIES AND RESPONSIBILITIES

- Support and coach line managers in the implementation of HR policies and procedures, including the delivery of training and updates as required.
- Support the Head of HR on all general issues and specific projects, as and when required.
- Complete pre-employment checks in line with Safer Recruitment process and College policy.
- Ensure that the Single Central Register (SCR) is updated timely to ensure compliance with our Safer Recruitment and Safeguarding policies.
- Provide support and guidance to managers on a wide range of human resource issues.
- Work with the Quality department to support the College's quality performance, improvement plans and staff development.
- Maintain and develop Human Resources Information Systems providing up-to-date reports for management.
- Ensure contracts of employment and amendments are issued as appropriate, that job descriptions and individual HR files are kept up to date
- Advise appropriate departments in the college of all starters, leavers and employee changes.
- Lead on all aspects of the recruitment process from advertising through to selection, ensuring compliance with College policies and Safer Recruitment.
- Take an active role in ensuring that the College stays at the forefront of its Health and Safety obligations, including organizing Health and safety training in cooperation with Heads of department and support the Head of HR with documentation and material for termly meetings and updates.
- Support on and undertake case work relating to grievance, disciplinary and performance management issues as well as supporting on any other employee relation cases, advising managers of legal obligations and best practice, supporting and minute taking at investigations and attendance at hearings.
- Prepare case material for all employee relations meetings from initiation through to completion.

Date last reviewed: September 24

- Ensure that all staff are aware of and adhere to college requirements in terms of training and practice relating to Safeguarding, Health and Safety and promotion of Equality and Diversity.

General Duties:

- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF – Application form T – Task
	KNOWLEDGE			
1	An up-to-date knowledge of employment law, including safer recruitment and safeguarding.	✓		AF,I & T
	ABILITIES/SKILLS/EXPERIENCE			
2	Effective communication skills and experience working with a diverse range of customers, with an ability to be patient, tactful, diplomatic and approachable, and able to deal with people who are distressed or upset.	✓		I&T
3	Have problem solving skills in order to deal with disputes, grievances and other employee related issues.	✓		AF&I
4	Have good organisation skills with ability to co-ordinate and plan workload.	✓		AF&I
5	Understand and respect the importance of confidentiality and data protection.	✓		I
6	An ability to work accurately, with good attention to detail whilst meeting deadlines as required.	✓		I&T
7	An ability to demonstrate an understanding of why equality and diversity, health and safety, employee development and customer care are important in the College.	✓		I
8	An understanding of IT systems and databases, with knowledge of Microsoft Office at an intermediate level.	✓		I&T
9	Evidence of continuous professional development.	✓		I
10	Good demonstrable experience within a HR officer/advisory role.	✓		AF&I
11	Knowledge and experience of a wide range of Human Resource issues such as disciplinaries, grievances, recruitment, performance and ill health capability, redundancies etc.	✓		AF,I&T
12	Training Delivery experience.		✓	AF
13	Understanding and experience of applying UK and EU Health & Safety law and best practice.		✓	I
14	Experience of working on large change projects.		✓	I
15	System development/implementation.		✓	I
16	Experience using HR system, preferably CIPHR	✓		AF,I

17	Experience of working in the Further Education Sector.		✓	I
	QUALIFICATION			
18	Degree or Equivalent		✓	AF
19	Possession of a HR Qualification and Membership of the Chartered Institute of Personnel & Development.		✓	AF