



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Human Resources Advisor (Cornwall cluster)
Location:	Across schools located in Camelford and Callington (x1 day per week WeST HR office)
Grade:	Grade F
Hours:	Full time, 37 hours a week, all year
Reports to:	HR Business Partner

Job Purpose:

The HR Advisor provides a high quality, competitive, commercially aware and cost effective HR advisory and support service across WeST's Cornish schools cluster, contributing to the continuous improvement of people related practices, which support the delivery of Trust strategic aims. Acting as a first point of contact for local enquiries, the HR Advisor will signpost managers to appropriate operational HR Policies and procedures and provide best practice and professional advice and support on a broad range of employee relations matters. Individuals in this role will be committed to working to Trust values, are strong team players, with the ability to think clearly and give concise advice when under pressure, resolving problems independently and demonstrating professional practice excellence to meet the changing demands of the role.

Duties and Responsibilities

- Work with oversight from the HR Business Partner providing advice and support on a broad range of employee relations matters including disciplinary/conduct, performance, grievance, sickness absence, flexible working requests, TUPE, pay and grading, redundancy and redeployment; helping to ensure timely progression of queries and cases in line with Trust policies, employment legislation and best practice guidance.
- Maintain a solutions-focussed, flexible, creative approach to the provision of employee relations advice and guidance.
- Support the WeST central HR Team to introduce and embed HR policies and practice so that they become part of the way of working.
- Ensure that HR guidance and advice at all times reflects and reinforces employment law, good practice, customer care and the provision of a high-quality service.
- Advise and support managers through informal and formal employee relations processes and at formal meetings and hearings as appropriate.
- Plan and organise employee relations hearings and appeals ensuring that they are held in a timely, efficient and effective manner.
- Participate in and/or assist with project and policy work as appropriate, taking responsibility for discrete pieces of work or specific policies.
- Assist in the design of HR training and deliver HR training.
- Provide and interpret data and reports from HR or other systems.

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- Provide a point of expertise for recruitment and selection ensuring adherence to legislation, best practice and Trust policies.
- Maintain own continuing professional development, keeping up to date with legal and HR developments.
- Promote effective, open and honest working relationships with all colleagues, internal and external to the team, Schools and Trust, to promote an effective employee relations environment within the Schools and Trust.
- Act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded.
- Be familiar with and actively promote the Safeguarding Policies of the Trust, completing all essential/mandatory training in this area.
- Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.
- Support less experienced or newly appointed colleagues to ensure an appropriate quality of service delivery.
- Support the operational and strategic development of the Schools and Trust HR Service where appropriate by identifying opportunities for continuing improvement.

This job description covers the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

As this post meets the requirement in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure & Barring Service (DBS) check before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions whether spent or unspent. Criminal convictions will only be taken into account when they are relevant to this post.

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PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Active CIPD membership (Associate or above)	E	X	
Educated to degree level or equivalent experience	E	X	
CIPD Level 5 (minimum) or significant and demonstrably equivalent experience	E	X	
Experience:			
Significant HR experience in an advisory capacity	E	X	X
Adopting a solutions-focussed, flexible, creative approach to the provision of employee relations advice and guidance	E	X	X
Managing a broad range of employee relations cases and managing a caseload	E	X	X
Contributing to the development of HR policy and practice improvements	E	X	X
Working with leaders to enhance their employee relations practice	E	X	X
Advising and supporting on Safeguarding issues	D	X	X
Design and delivery of people management training sessions	D	X	X
Working in a HR function in a unionised environment and working in partnership with employee representatives	D	X	X
Knowledge, Skills and Abilities:			
Detailed and up to date knowledge of employment law, case law, and good employment practice and their pragmatic application.	E	X	X
Working effectively and inclusively to achieve a shared agenda with colleagues, customers and stakeholders	E	X	X
Confidence to be assertive particularly in contentious situations	E	X	X
High standard of verbal communication, able to convey ideas and advise clearly and concisely to a range of stakeholders	E	X	X
Excellent interpersonal skills with the ability to develop successful working relationships and to deal with a range of sensitive and / or contentious situations	E	X	X
High standard of written communication, able to write fluently and concisely in an informative manner with a high level of attention to detail e.g. letters, reports	E	X	X

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Familiarity with HR systems or other management reporting systems	E	X	X
Knowledge of current and emerging trends in HR	E	X	X
Good time management skills, together with a methodical and organised approach to work	E	X	X
Strong customer-oriented approach and awareness of business contexts	E	X	X
Self-motivated and self-aware, recognises own strengths and weaknesses and is committed to personal development	E		X
Working in a large and diverse organisation	D	X	X
Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications	D	X	X
Further Requirements:			
Commitment to Equality and Diversity including awareness of relevant legislation	E		X
Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults	E		X
Ability and willingness to regularly travel to and work from Trust schools/business sites	E		X
VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
Integrity:			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X

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