



*Creative
Education
Trust*

REGIONAL HR ADVISOR (MAT COVER) JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Responsible to: Director of Human Resources

Location: Norfolk

Salary: £30-35k (dependent on experience)

Contract type: full time (part time will be considered) - 12 month maternity cover

Job purpose

1. Provide a first class HR advisory and support service to school principals, senior leadership teams, and school based HR support.
2. Effectively manage HR casework to achieve efficient and positive outcomes to any issues arising.
3. Support schools to effectively manage their local Joint Consultative Committees and maintain a harmonious employee relations environment.
4. Manage and co-ordinate all generalist HR matters ensuring compliance with all statutory requirements and the Creative Education Trust's systems of operations.
5. Gather and analyse HR management information to enable effective performance measurement and targeting of resources.
6. Work on a range of Trust wide projects as determined by the Director of Human Resources.

Key responsibilities and accountabilities

Human resources support service

- Provide telephone and face-to-face HR support service within agreed performance SLAs.
- Contribute to the development of supporting documents and templates covering all aspects of HR activity, including policies, letter templates and pro-formas.
- Act as the guardian of Trust HR policies and procedures within the region and ensure these are being followed consistently and to a high standard.
- Support the development of effective HR processes and administration, advising individual academies on managing such matters at local level.

Employee relations

- Support and coach Creative Education Trust's leaders to effectively manage employee relations issues that arise relating to discipline, grievance, attendance



and performance management matters.

- Support schools to effectively manage their local Joint Consultative Committees and maintain a harmonious ER environment.
- Support Trade Union meetings and provide administration support to key HR meetings and activities as required.
- Provide expert HR knowledge and project management support on any change management situations that arise, particularly in relation to academy transfers into the Trust, including but not limited to restructure, redundancies and TUPE.

Management information and records

- Support the development of common reporting processes to ensure that the Director of Human Resources, senior leaders, trustees and members of the local governing body or rapid improvement board are appropriately informed about performance indicators such as absences, turnover, performance appraisal, reward and tracking of ER issues.
- Where appropriate, be responsible for inputting HR data and information into Head Office systems in line with Creative Education Trust's requirements to identify trends and enable effective targeting of resources.

Performance

- Conduct regular HR audits to provide clear information on HR strengths and areas for development for each academy and region.
- Complete RAG reporting to monitor HR health and take a proactive approach to suggesting new HR initiatives where key trends are identified.
- Support and liaise with Trust leaders to ensure the implementation and tracking of performance processes effectively and in a timely fashion.
- Ensure performance processes and their delivery support overall school improvement and specifically improvements in their teaching and learning within the region.

Pay and reward

- Support and contribute to the implementation of new pay and reward schemes including job evaluation and equal pay where this is needed to ensure parity across the Creative Education Trust and to meet statutory requirements.
- Work in partnership with school finance teams to provide support on any payroll related HR issues.

HR communication and training

- Contribute to the development and delivery of an annual face-to-face and online training programme for schools across all generalist HR areas to include but not be limited to attendance management; performance management and appraisal; HR policies and procedures etc.
- Contribute to the development and delivery of a national HR network for the Trust to disseminate best practice and provide a regular upskill for HR resource within the Trust.
- Contribute to written and electronic HR communication across the Trust to provide regular updates on statutory changes and trends in HR.

Recruitment and pre-employment

- Provide first line guidance on effective recruitment processes.



- Assist with organising recruitment events if required.
- Act as panel member for recruitment processes if required.
- Provide advice and guidance on robust procedures for pre-employment checks for all staff, volunteers and governors.
- Provide guidance and supervision to schools to create and maintain confidential single central registers in line with statutory requirements.

Other responsibilities

- Assisting in projects across all HR disciplines, for example, talent management, employee engagement etc.
- To support Trust-wide people initiatives and cultural change.
- Carry out any such duties as may be reasonably required by the Creative Education Trust.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Fully CIPD qualified or working towards qualification or equivalent HR experience 	<ul style="list-style-type: none"> • Training in job evaluation • Training in psychometric assessments
Experience	<ul style="list-style-type: none"> • Experience of providing complex employee relations/generalist HR advice and guidance to Senior Leaders • Experience of managing a significant caseload of HR cases from start to finish achieving successful outcomes • Experience of implementing effective HR systems and procedures • Experience of developing positive and effective working relationships with Trade Unions 	<ul style="list-style-type: none"> • Experience in the identification and implementation of improvements to people development, recruitment, culture and values work and employee engagement • Experience of supporting TUPE transfers • Significant organisational change management experience • Experience of providing HR advice and guidance within an educational setting • Experience of working across multiple sites
Knowledge and understanding	<ul style="list-style-type: none"> • In-depth expert knowledge of current HR legislation 	<ul style="list-style-type: none"> • Understanding of national terms and conditions and/or of legislation that impacts on employment within the educational sector



<p>Skills and personal attributes</p>	<ul style="list-style-type: none"> • Able to inspire confidence among school principals and colleagues. • A relentless drive to improve performance and deliver outstanding results through new, innovative and more effective ways of working • Excellent written communication skills • Excellent interpersonal and negotiation skills with the ability to persuade, influence and, when appropriate, challenge with tact and diplomacy. • Good planning and project management skills • Highly resilient and determined in the face of challenges • High levels of professional integrity • Able to use discretion intelligently, resourceful and solution-oriented • Self-starter who is able to work well independently as well as part of a wider team. 	<ul style="list-style-type: none"> • Knowledge of relevant education legislation
<p>Equal opportunities</p>	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, equality and diversity 	
<p>Other requirements</p>	<ul style="list-style-type: none"> • The post holder will be expected to regularly travel between schools within the defined region, but also travel to London and other schools outside of the region as required. 	

The Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.