



Mossbourne
Federation

HR Adviser Job Description

September 2024

Date last reviewed on:	25/09/2024
Date to be revised on:	



HR ADVISER

JOB TITLE: HR ADVISER
DEPARTMENT: HR
REPORTING TO SENIOR HR BUSINESS PARTNER
LOCATION: HACKNEY

PURPOSE: To provide expert guidance and support in all areas of Human resources management. Applying a solid understanding of HR principles and strong, build positive relationships and ensure all people matters are handled efficiently, sensitively and with discretion.

KEY RESPONSIBILITIES:

Support HR Operations

Serve as a trusted adviser to a particular area or Academy/s within the organisation, acting as the first point of call and providing accurate and legally compliant HR advice, guidance, and where necessary, practical support to Principals, SLT, leaders, managers, and staff. Ensure efficient and timely management of HR case work, enquiries and projects including, but not limited to, the following:

- Performance management and capability issues
- Disciplinary processes and grievance investigations
- Attendance management
- Recruitment campaigns including supporting candidate evaluation and hiring decisions
- Employee benefits and eligibility
- Onboarding and induction activities including safer recruitment checks and child protection training

The role holder will handle straightforward matters autonomously and exercise sound judgement on when to escalate or seek expert advice on a particular matter.

HR Administration

- Produce monthly HR reports and dashboards as required and report regularly to Principals on maternity, paternity, disciplinary, grievance, redundancy, ER cases etc.
- Draft letters to support performance, disciplinary, grievance, attendance, and capability processes
- Support leaders with performance appraisal, threshold and pay review processes and documentation
- Provide support on subject matter specialism for INSET, team events and training events
- Keep HR systems and trackers updated in line with SCR, confidentiality and GDPR requirements
- Be responsive and proactive in acknowledging resignations, grievances, case progress and queries

Other:

- Regular updates to the Senior HR BP and CHRO on all ER related case work
- Contribute to the development and review of current HR policies and processes
- Work alongside Central Services colleagues and Academy leaders to promote a positive work environment and support the achievement of educational goals
- Stay up to date with employment laws and regulations, ensuring organisational compliance
- Assisting in the answering and directing of enquiries, covering for teammates as required
- Role model continuous improvement and curiosity, working to understand root cause and being willing to suggest new ways of working and adapt to process improvements
- Provide cover for the HR Administrator when required



HR ADVISER

Personal Specification

- Ideally a Bachelors' Degree in a relevant field
- Proven experience working in a HR advisory role, preferably in Education or a related sector
- Solid understanding of HR principles, practices, and employment laws
- Excellent communication and interpersonal skills with the ability to interact positively with staff at all levels
- Strong problem solving and decision-making skills, able to apply policies as well as to exercise flexibility and apply judgement to solve HR issues
- Able to handle confidential information with the utmost of discretion
- Proficiency in systems such as MS office, ATS and HRIS
- Hold or be willing to work towards a future HR certification such as CIPD