Job Description and Person Specification

Human Resources Adviser

Team: Human Resources

Reports to: HR Manager (East)

Location: Northbrook – West Durrington Campus

Job Purpose

- To provide a confidential, credible and customer focused advisory service to managers and staff.
- To develop a proactive professional relationship with a group of managers within the organisation, advising them on any people related issues.
- To assist with policy development and review.
- Working within our values to ensure the organisation meets its people objectives.

Key Responsibilities

- Advise and guide managers in handling a range of staffing matters, including absence management, performance management, TUPE, grievance and disciplinary procedures when necessary. This includes providing training to managers and individuals.
- Undertake a range of casework, including challenging, supporting and coaching managers as necessary.
- Ensure that performance management processes are effectively implemented across the organisation.
- Working with a focused group of departmental managers, ensuring that they are provided with timely management data and insight (for example, sickness absence data) to enable them to manage their teams effectively.
- Working both face to face, online and via electronic mediums (Teams), providing high quality, accurate, solutions-focused HR advice to staff and managers, ensuring that advice and recommendations fit both within employment law and within CCG policy and procedures.
- Provide advice on the conduct of disciplinary and grievance hearings, support managers in undertaking them, and ensure all appropriate outcome communications are generated.
- Provide accurate information and advice to staff, line managers and HR colleagues on conditions of service and interpretation of HR policies and procedures. Advise on implications of any new legislation.
- Advise managers and support them on a range of organisational change projects, including restructures, realignments and TUPEs.
- Ensure that employee relations cases are managed and progressed in a timely fashion.
- In partnership with line managers, ensure the appropriate management controls of staff on sick leave, including long-term sickness absence are conducted.

- Support managers in the development and design of jobs, undertake job evaluation with managers and ensure that organisational design principles are embedded in service structures.
- Assist with the development and review of policies, processes and procedures to ensure compliance with legal requirements, best practice and to ensure continuous improvement.
- Assist in the development, delivery and review of training materials for managers.
- Provide coaching support to managers as needed.
- Undertake project work as required.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	Assessed
Experience		
Providing HR support and advice to staff and managers across a broad range of employee relations matters	Essential	Application Form/ Interview/ Assessment
Development and implementation of HR policies and procedures	Essential	
Use of a computerised HR system	Essential	
Coaching managers to resolve HR situations	Essential	
Design and delivery of training and briefing materials	Desirable	
Managing TUPE situations	Desirable	
Working in an educational environment	Desirable	
Knowledge		
Detailed knowledge of current employment legislation	Essential	Application Form/ Interview/ Assessment
Proven working knowledge of equality and diversity legislation and best practice	Essential	
IT skills and knowledge including Microsoft Teams, Outlook, Word and Excel	Essential	
Qualifications		
CIPD Level 5 in HR or willingness to work towards	Essential	Application Form/ Certificates
Member of the CIPD	Essential	
English and Maths at GCSE grade C/4 or above (or equivalent)	Essential	
A coaching or mentoring qualification	Desirable	
Skills and Abilities		
Ability to communicate with a wide range of people at all ages and levels, verbally and in writing, in person and via electronic platforms	Essential	Application Form/ Interview/ Assessment
Able to coach managers and staff	Essential	
Time management and personal organisational skills	Essential	
Able to challenge people and provide them with constructive, developmental feedback	Essential	
Ability to work alongside and as part of a team	Essential	
Analytical skills; able to draw on data to inform decision making and reach fair conclusions	Essential	
Solution-focused and flexible, within legal and best practice parameters.	Essential	

Attributes		
Operates with integrity and comfortable upholding and articulating the organisation's values	Essential	Interview
Professionally curious, interested and able to investigate and not take information at face value	Essential	

Other Requirements		
Able to travel to the other campuses in the group on a regular basis	Essential	Interview/ Checks and Clearances
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	

Terms and Conditions of Employment

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	21
Working weeks per year:	52
Salary range:	Pro rata of £32,217 - £39,640 per annum (i.e. £18,285.32 - £22,498.38)
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 105 hours (25 days pro rata) per annum, rising to 117.6 hours (28 days pro rata) with each complete year of service as of 31 December, plus 8 bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager and may be restricted in early September.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.