



Academies Trust

HR Advisor

Manchester



Salary: £28.5k to £33k

Contract: Full time (37 hours), permanent

Start date: 01 April 2019

Benefits include:

- 30 days annual leave, plus bank holidays
- Local Government Pension Scheme
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans
- On-site shop, restaurant and Nuffield Gym
- Discounts on various Co-op branded products

Closing date: Wed 30 Jan 2019

Interviews: Thurs 07 February 2019

Applications must be on our application form: please contact jennica.rama@coop.co.uk for an application form and return your completed form to Jennica via email
OR

Co-op Academies Trust | X99 Postal | 10704 8th Floor | 1 Angel Square | Manchester | M60 0AG

We have an exciting opportunity for a strong HR generalist looking for their next career move! You will deliver professional HR support and advice for our Central Team, lead on designated areas of HR activity across the Trust, and provide some casework support for our regional HR teams.

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is currently responsible for 18 academy schools in the North of England, with the Co-op acting as sponsor, and ambitious plans for further growth.

Based at our sponsor's headquarters in central Manchester, you will be involved with a wide range of HR activities across the Trust including employee benefits, safer recruitment, equality & diversity, data analysis & reporting and trade union relations.

CIPD qualified (or equivalent), you will have relevant HR work experience, including advising on employee relations casework, and a good understanding of employment law and HR good practice, along with the ability to assess implications and articulate risk.

With great organisational skills and attention to detail, you are resilient, self-motivated & proactive, and able to build strong working relationships with others. Previous experience of working with schools or in local government would be an advantage, but is not essential.

For more information about the Trust, please visit coopacademies.co.uk

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

HR Advisor (Trust)

Salary range: £28.5k to £33k
Contract: permanent and full time

PURPOSE OF ROLE

You will provide operational HR support for the Trust's Central Team, being the first point of contact for staff and manager queries on all HR matters and providing clear, correct and consistent guidance, professional support and pragmatic advice to senior leaders. You will also take the lead on designated areas of HR activity across the Trust, provide support to the Head of HR, and work as part of the wider team to support HR activity in academies.

Line Manager | Head of HR

Location | Manchester, but with a requirement to travel to academies across the Trust

KEY ACCOUNTABILITIES (and specific duties / responsibilities)

Operational HR role

- Lead HR activity for the central team, for the full "employee cycle" from recruitment to exit, including (but not limited to) recruitment & induction; attendance, performance & conduct (including managing / advising on any casework arising); advising on terms & conditions of employment and HR policies & procedures; record keeping (including the Single Central Record); and risk assessments
- Provide professional HR advice, support & coaching on a broad range of policy queries and on the effective management and resolution of employee issues to help them learn and to solve people issues, ensuring good practice and compliance with Trust policy, statutory guidance and legislation
- Provide HR support & advice (as outlined above) to senior members of the Central Team, in their role as line managers of Headteachers / Principals
- Manage employee relation cases across the Trust, as and when required to support regionally-based HR colleagues: providing advice to managers / governors up to and including dismissal hearings (e.g. disciplinary, grievance, absence, capability); undertaking investigations; HR advice in hearings; taking and producing accurate notes at meetings, and producing other associated paperwork.

Leading Trust-wide activity

- Manage and administer the Trust's employee benefits package, including (but not limited to): regular promotion activity; ongoing communication with the Co-op so that the benefits package continues to operate effectively; administration of the cycle to work scheme; tendering to ensure providers offer value for money; researching and proposing additional benefits.
- Make arrangements for termly Joint Consultation & Negotiation Committee (trade union forum) meetings, including: agendas & papers; producing accurate minutes; monitoring completion of actions
- Co-ordinate activity to help ensure the Trust complies with GDPR requirements in relation to its workers
- Safeguard & promote the welfare of pupils/students through own actions and effective management / implementation of related HR policies & procedures, in line with local & national protocols and statutory requirements relating to safeguarding and safer recruitment
- Act as "guardian" of Trust HR policies and procedures, co-ordinating activity to review and update periodically, and preparing communications on changes for use across the Trust

- Trust-wide data production, analysis and reporting, including extracting information from payroll system and SIMS SchoolView; requesting and collating data returns from academies; supporting implementation of any future HR systems the Trust may adopt
- Promote diversity & equality of opportunity, and co-ordinate related activity across the Trust (e.g. policy, data and reporting)
- Provide support to the Head of HR as required, and deliver other designated areas of HR activity across the Trust, including (but not limited to) use of the reward & recognition framework; leavers' survey; organising training events
- The post holder is required to undertake additional such duties as may be reasonably be expected within the scope and salary of the post

PERSON SPECIFICATION	Application (A), Interview (I)
Qualifications & experience	
• Maths & English GCSE at grade C or above	A
• Degree level education (or equivalent)	A
• CIPD qualified (or equivalent)	A
• Relevant HR work experience, including breadth of employee relations casework, at an equivalent level	A/I
• Experience of working in a unionised environment	A/I
• Experience of working in HR in a school setting, or in local government (<i>desirable</i>)	A
Professional knowledge, understanding & skills	
• Able to evidence professional knowledge and understanding of HR work at the relevant level, including recruitment; employee relations casework across a range of different cases (absence, performance management, grievance and discipline); using and advising on HR policies & procedures; planning & implementing HR initiatives	I
• Understanding of HR policy, procedure, employment law and good practice, along with the ability to assess implications and articulate risk	I
• Comfortable working with data; able to extract, analyse and interpret complex information, and effectively present and communicate this to a diverse audience	I
• Able to take & produce accurate minutes of meetings	I
• Competent user of technology, including Google & Windows applications (Word, Excel, Powerpoint)	I
• Experience of using SIMS (<i>desirable</i>)	A
• Knowledge & understanding of policy / procedure and good practice in relation to schools HR e.g. Burgundy Book & Green Book (<i>desirable</i>)	A
• Knowledge & experience of job evaluation, grading & equal pay issues would be an advantage (<i>desirable</i>)	A
Personal qualities	
• A self-managing and self-motivated individual, able to use own initiative to get the job done rather than waiting to be directed	I
• Excellent attention to detail	A/I
• Well organised, proactive, and able to prioritise work across a number of different 'clients' and workstreams to see things finished on time and to a high standard	I
• Flexible and resilient with a "can do" positive attitude, even if under pressure or when dealing with emotionally challenging situations; willing to adapt as the Trust grows	I

- A “people person”; able to build & maintain positive working relationships across the Trust, and to influence the work of others where there is no supervisory / management relationship |
- Good presentation skills, and willingness to speak to large groups of staff |
- Strong written communication skills A/I
- Effective coaching skills |
- Takes responsibility for own continuing professional development A/I
- Understands & is committed to safeguarding & protecting the welfare of children and young people |
- Full driving license and own transport (*desirable*). Able and willing to travel regularly to all of the Trust’s academies (currently West Yorkshire, Greater Manchester, Wirral and Stoke on Trent), with occasional over-night stays and attendance outside normal working hours (e.g. for events such as the annual Governor’s Conference, new starter welcome evening, annual recognition evening) A/I

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