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| Role: | Senior HR Advisor |
| Department: | People & Business Operations |
| Location: | Based in Mansfield (Kings Mill Way) with travel to all R.E.A.L. sites |
| Accountable to: | People & Transformation Manager |
| Salary: | OMC |

Function of the Role

To support the HR Manager with the day to day management and proactive solution within the HR function. The post holder will have the responsibility for the management and coordination of all employee relations including low level concerns. They will work in conjunction with the R.E.A.L. Leadership Team as relevant. The Senior HR Advisor will be expected to communicate directly with the People & Transformation Manager to provide updates in relation to all casework and any reportable activity across all of the functions.

Line Management Of

The Senior HR Advisor will hold line management responsibilities specifically for the HR Advisor and HR Administrator with responsibility of supervising the day to day HR function. However there may also be a requirement to matrix manage junior staff members, to support their development and supervise completion of any delegated tasks.

Accountabilities

- Regulate wellness figures and advise/deliver on proactive steps to sustain/improve data.
- Ensure implementation of our wellness policy at informal and formal stages.
- Support staff and line managers with policy compliance.
- Be the subject matter expert for disciplinary and grievance advice and guidance, maintaining documentation and records to meet ACAS codes of practice and employment law.
- Design, deliver and revise identified relevant training and professional development in collaboration with the People & Transformation Manager to support the Talent Management offer.
- Use networking skills to consult with the best in the field and support horizon scanning of future opportunities within the People sector.
- Develop/review process' for transactional HR tasks.
- Support the development of a REAL brand strategy and assist the Senior Leadership Team to embed the REAL ethos across the whole company workforce.
- Be an ambassador for line management tasks, leading effective CPM/1:1 meetings with direct reports, facilitating wellness discussion and any relevant line manager processes as they arise
- Embody a positive and resilient attitude which encourages our People to fully utilise the skills within HR.
- Undertake relevant assigned project work as directed by the People and Transformation Manager or the Company Directors.

Performance indicators

Adherence to accountabilities and responsibilities
Compliance with organisation's policies and procedures
Performance as observed by colleagues and young people
Impact and outcomes for young people

Key values and ethos of organisation

Trust, Innovation and Achievement

Person Specification**Role** Senior HR Advisor**Service** HR**Location** East Midlands**Accountable to** HR Manager

| Knowledge | <u>Essential</u> | <u>Desirable</u> |
|---|------------------|------------------|
| Competent in the use of ICT | X | |
| Working knowledge of Microsoft Office package and Google | X | |
| Payroll processing knowledge including strengths in Mathematics and formula based spreadsheets | | X |
| Working knowledge of employment law legislation | X | |
| Knowledge of Safer Recruitment and Ofsted guidelines in relation to the recruitment and onboarding of employees within Education. | | X |
| Experience | <u>Essential</u> | <u>Desirable</u> |
| At least three years experience of working in a HR role providing support and advice to all employees on all HR topics | X | |
| Experience of managing employee relations | X | |
| Experience of training delivery on HR topics | | X |
| Skills | <u>Essential</u> | <u>Desirable</u> |
| Excellent time managed skill; organised and methodical ways of working | X | |
| Resilient and solution focused approach to challenges | X | |
| Self motivated able to work on own initiative with drive and enthusiasm | X | |
| Effective communication skills, which have been practised and honed through a variety of media methods | X | |

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| Approach tasks in a results driven manner whilst maintaining a strong people focus | X | |
| Undertake collaborative stakeholder engagement to foster positive relationships | X | |
| Logical problem solver, solutions based thinker. | | X |
| Education and Training | <u>Essential</u> | <u>Desirable</u> |
| CIPD Level 5 in Human Resources or similar equivalent qualification. | X | |
| To be able to produce evidence of previous continuous professional development | X | |
| Numerate and Literate | X | |
| Aware of Safeguarding including Safer Recruitment and GDPR. | | X |
| Qualities | <u>Essential</u> | <u>Desirable</u> |
| Professional manner to encourage trust and confidence; building rapport and employee engagement. | X | |
| Inspiring, creative thinker with authentic ideas | | X |
| Emotionally intelligent individual, with clear aspirations and drive to develop | X | |
| Hold a UK Driving Licence and have access to a road-worthy vehicle | X | |
| Must adhere to all R.E.A.L Education Ltd, R.E.A.L Independent School and R.E.A.L Alternative Provision School policies, procedures and practices | X | |
| Willing to undergo an enhanced DBS check | X | |