

JOB OUTLINE

Job title:	HR Advisor
Job ref:	HFL1550
Hours:	30-37 hours per week, 38 weeks per year (term-time)
Salary band:	£28,268.35 - £34,571.95 Pro-Rata
Contract:	Permanent
Reports to:	Senior HR Advisor – Advisory Team Lead
Team:	HR & Recruitment Services Team
Location:	Hybrid working consisting of remote working, flexibility required to work across educational settings in Hertfordshire and neighbouring counties, and up to 3 days per week or as required (of which a minimum 1 day per week) in our Head Office in Stevenage, Hertfordshire. Flexibility to occasionally work evenings or weekends where required.

OUR COMPANY

HFL Education (Formerly Herts for Learning) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HFL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

JOB CONTEXT

HFL's HR & Recruitment Services work to support customers in delivering an excellent education for children by providing advice and support with HR solutions tailored to meet the needs of their setting. We are a friendly, diverse team consisting of two main service areas HR and Recruitment.

Our HR Services team provides a range of services to schools, settings and trusts to support delivery of operational needs and strategic objectives and customers repeatedly buy our services year after year because of the depth of HR expertise and the high quality of the service we provide.

We support our customers with a HR helpdesk, HR advisory service, strategic business partnering, mediation, local resolutions, investigation services, staff wellbeing, TUPE, bespoke HR consultancy services and training. Our Recruitment Services team manages the Teach in Herts recruitment platform which is our own branded product.

PURPOSE OF THE JOB

The HR Advisory roles sit in a team of experienced HR practitioners and provides an effective advisory service to customers through our helpdesk. Our helpdesk is open to customers all year round, Monday to Thursday 8.30-17.00, Friday's 8.30-16.30 (excluding bank holiday and company closure periods). No two days are the same in this team and you will support Head teachers, Governors and Educational Leaders in managing HR issues from one-off advice through to ongoing and involved ER casework. The role will have an employee relations focus, but you will be involved with supporting HR matters across the full range of the employee life cycle including, but not limited to, restructure, pay and reward, performance, attendance, disciplinary, grievance, restructure and more.

The role holder will also have the opportunity to work across our range of HR products and services to support customers and internal needs as required.

Main areas of responsibility

- Provide HR advice and support customers on the practical application of HR policies, procedures and employment legislation through our customer helpdesk.
- Provide advice on employee relations matters such as disciplinary, performance, grievance, absence management and capability cases.
- Ensure that cases and queries are dealt with in a timely and accurate manner and with a pragmatic solution-based approach.
- Support a personal case load through to resolution, presenting options and risks to customers to help guide management decisions.
- Work with our team of Senior HR Advisors and HR Managers on more complex queries and cases.
- Ensure casework is appropriately recorded on our HR case management tracking system.
- Work with the specialist HR and Recruitment teams to support delivery of our HR products and services, and signpost customers to these products and services when appropriate.
- Balance a commercial mindset with a not-for-profit ethos and our organisational moral purpose.
- Support the HR Hub team through creation and curation of resources, guidance, templates, and multi-media content.
- Keep abreast of sector trends, national policy changes, HR and employment law developments to inform practice and services within the team.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

PERSON SPECIFICATION

Please provide a supporting statement outlining why you are applying and how you meet the criteria below.

QUALIFICATIONS

Essential

- Relevant HR experience or hold CIPD qualification at level 3 or above or is willing to gain accreditation.

Desirable

- Holds a CIPD Qualification at level 5 or above, is in the process of gaining accreditation, or has equivalent experience.

KNOWLEDGE

Essential

- Good knowledge of UK employment law.
- Knowledge of HR best practice.

Desirable

- Knowledge of the education sector including employment law.
- Knowledge of end to end processes of the employment life cycle.

EXPERIENCE OF

Essential

- Experience in an HR Advisory role.
- Supporting employee relations matters advising stakeholders on all aspects of HR to achieve desired outcomes and solutions tailoring advice accordingly.

Desirable

- Experience of working within a remote or hybrid advisory team.
- Education sector experience.
- Proven experience of working across a broad range of HR operations such as change management, restructure, HR policy design and pay/reward.
- Development and delivery of management skills training to non-HR managers.

SKILLS AND ABILITIES

Essential

- Has the ability to make decisions and have confidence in your own decision making, whilst knowing when to seek further advice and support.

- Organisational skills and the ability to balance multiple priorities.
- An effective team player who can actively listen and communicate with their colleagues and is open minded to work collaboratively to achieve shared goals.
- Ability to flex and adapt and be resilient through periods of change or peaks.
- Good written and verbal communication and interpersonal skills.
- Articulate and able to give clear concise advice.
- Good questioning skills.
- Able to seek and make quick connections with customers to understand their needs and desired outcomes.
- Able to balance working efficiently and effectively.
- Ability to think and act pragmatically.
- Commitment to CPD and proactive in your approach to self-directed learning.
- Able to demonstrate a commercial mindset in alongside a commitment to HFL's ethos and moral purpose.
- Strong commitment to HFL Education's mission.
- A growth mindset, always looking to improve how we operate.

EQUAL OPPORTUNITIES

HFL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HFL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

DISCLOSURE AND BARRING SERVICE

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring

Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

INTELLECTUAL PROPERTY RIGHTS

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

APPLICATION PROCESS

For an informal discussion regarding the role, please contact Siba Carrick on 01438 544463 or email at siba.carrick@hfleducation.org and provide your mobile number so a mutually convenient time can be arranged to discuss the role.

To apply, email hfl.recruitment@hfleducation.org with a detailed CV along with a cover letter to include responses to the following questions, alternatively apply via our website: [Join our team | HFL Education](#)

1. What attracts you to this role in HFL?
2. How does your experience make you a suitable candidate for this role?
3. What skills and abilities do you have that make you an effective team player?

As part of our move towards eradicating unconscious bias within the recruitment process, we ask that you follow the guidance stated in the application forms and submit these in a word format to enable your application to be anonymised.

To help HFL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HFL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

To submit your application or to discuss any recruitment queries please email our Central Recruitment Team on hfl.recruitment@hertsforlearning.co.uk or 01438 544439.

Closing Date: 9am on Monday 29th July 2024

Interview Date:

1st stage: 8th August 2024 via MS Teams



2nd stage: 14th August 2024 in our Stevenage office.

This job advert may close as soon as sufficient applications have been received. To make sure you don't miss out on this great opportunity, please submit your application as soon as you can.