

Role: HR Advisor
Department: Human Resources
Location: East Midlands (Mansfield, NG18 5ER)
Accountable to: HR Manager

Function of role

The HR Advisor will be responsible for the day to day delivery of all HR activities that cover the entire employee lifecycle and will not be limited to specific duties. The position will positively role model all of R.E.A.L. Education's policies and core values of Innovation, Trust and Achievement. There is a clear expectation that the HR Advisor will keep abreast of current and new HR legislation and be able to translate this into R.E.A.L. Education's policies, procedure and best practise.

Accountabilities

Deliver the operational day to day responsibilities of HR, including but not exclusive to;

- Provide excellent customer service to all stake-holders, being the point of contact for advice, guidance and support on all HR policies, procedure and best practise.
- Monitor wellness data in order to advise and deliver on proactive steps to improve absenteeism and/or presenteeism.
- Maintenance of employee records, ensuring that all files comply with employment law and GDPR legislation.
- To play a vital role in the effective planning, delivery and analysis of the Organisational Development (OD) function. This includes working alongside the Talent Management Strategy task group, contributing to strategy meetings and completing tasks to support the development of the OD function.
- Proactively review all existing policies and procedures to reflect future business requirements.
- To support monthly payroll tasks such as calculating and processing salary adjustments to reflect changes to terms and conditions of employment agreements.
- To complete all necessary HR administration tasks in a timely and accurate manner.
- Attend and participate in networking events to consult with the best in the field and support horizon scanning of future opportunities.
- Completion of any other tasks as requested by the HR Manager and/or Directors.

Performance indicators

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

Key values and ethos of organisation

Trust, Innovation and Achievement

Person Specification

Role HR Advisor
Service HR
Location East Midlands (Mansfield)
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	
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	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	

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, have access to a road-worthy vehicle and a willingness to travel between all R.E.A.L. Education sites.	X	
Must adhere to all R.E.A.L Education Ltd, R.E.A.LI Independent School and R.E.A.L Alternative Provision School policies, procedures and practices	X	
Willing to undergo an enhanced DBS check	X	