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| **Job Details** | |
| **Job Title** | HR Advisor |
| **Reports to** | HR Business Partner |
| **Job Family** | People Services |
| **Location** | Bradford College |
| **Date Prepared** | February 2023 |
| **Job Overview** | |
| **Purpose Statement** | The HR Advisor is an integral part of the HR Team and is responsible for delivering an adaptive, timely and compliant advice, administration and query resolution service across the full employee lifecycle. Collaborating with colleagues across all functions, and working closely with the HR Administration Team and HR Business Partner, they will provide outstanding first line support to line managers and teamleaders and reinforce the behaviours and values of the College, resulting in facilitating the College to leverage its investment in its people, and deliver exceptional outcomes to our students which will ultimately enable the college to achieve its vision of becoming an ‘employer of choice’ |
| **Role Accountabilities** | * Supports local line managers and team leaders with day to day HR activities, provides appropriate advice in line with policies and procedures, and is the ‘go to’ expert for all HR enquiries * Resolves all queries with a solution-oriented approach, either with first-hand knowledge or by collaborating with colleagues to deliver the appropriate solution * Supports the HR Business Partners in the delivery of HR operational and cyclical activities such as PDPs, annual salary reviews, talent and succession planning, workforce planning, employee relations and performance matters * Supports the talent and selection requirements by: understanding business needs, ensuring a business case has been provided for each vacancy, and supports with succession planning by identifying opportunities for progression and promotion * Supports and delivers HR training and development to management population * Attends formal hearings and meetings, ensuring accurate minutes are taken and disseminated to the relevant stakeholders * Liaises with managers and team leaders, and communicates effectively with a positive, professional and proactive approach, providing flexibility and awareness of managers’ workloads and priorities, but ensuring deadlines and required intentions are achieved * Works collaboratively across the HR function to actively promote and encourage team working * Supports the development and implementation of policies and procedures to ensure that the HR strategy and functions are fit for purpose and consistent with the aims and objectives of the College * Provides and maintains adequate and accurate documentation relating to disciplinary, grievance and redundancy situations in line with statutory requirements * Ensures the On-boarding and College Induction process is current and is delivered to all new employees * Undertakes any other tasks requested by the Line Manager or Head of HR in relation to the HR function   Other Duties   * These duties may be amended from time to time by the line manager in consultation with the post holder * Undertake a Disclosure and Barring Service check for this post. * Commit to the College child protection policy and promote a safe environment for children and young people learning within the College. Be alert to any indication or allegation of abuse and take appropriate action under the College procedures for the protection of children and vulnerable adults. * Promote equality of opportunity and diversity in all aspects of the job and to challenge inequality and discrimination. * Support the College management in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work. |
| **Method of working** | Bradford College expects all staff to work effectively as part of a team or teams, delivering high  quality standards of work that supports and provides an excellent student/employee experience  across the college. As an absolute minimum, this requires:   * Dealing with people politely, tactfully and with respect * Communicating with colleagues and students both formally and informally * Offering guidance and information in accordance with College guidelines, policies and procedures when requested * Providing support to colleagues when required * Contributing to the maintenance of Bradford College environment * Implementing and promoting College regulations, policies and procedures * Actively promoting equality of opportunity and diversity and challenge inequality and discrimination * Taking responsibility for keeping personal data and that of others safe by complying with current data protection legislation, the Information Governance Framework and relevant policies and procedures * Completing mandatory data protection training and maintaining safe working practices |
| **Working Relationships** | Build and maintain professional relationships with a ride range of people at all levels within the organisation |
| **Behaviours** | |
| **Behaviours** | **Respectful**   * Mindful of the expertise of people around them and is open to development and new ways of working to attain the best possible outcome. * Supportive and actively listens to others, is curious and asks questions to reflect and confirm understanding. * Ability to act authentically with different people and situations by remaining positive and showing understanding and empathy. * Lives the Bradford College values and places students at the “heart” of everything they do.   **Inclusive**   * Develops effective relationships by removing barriers and promoting a sense of belonging. * To promote and support an inclusive culture where staff and learners feel valued, safe and included. * Works with all departments across the college to build their reputation and understanding of the organisation.   **Trust**   * Demonstrates credibility by being honest in their interactions with others and delivering what has been agreed. * Assumes accountability for achieving personal and departmental objectives. * Positively impacts on those around them working in cohesion to achieve results.   **Inspirational & Aspirational**   * Demonstrates passion and commitment to all the college’s strategic objectives. * Focuses on delivering an outstanding student and employee experience. * Challenges the status quo with confidence and innovative thinking. * Full understanding of the business area and the contribution they make to the wider organisational strategy * Demonstrates a proactive ‘can do’ attitude irrespective of the challenge. * Takes responsibility for own development and commitment to fulfilling own potential. * Commitment to the college’s mission to transform lives. |

Person Specification

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training** | Good level of Education including GCSE A\*- C or nationally recognised level 2 qualification in Maths and English  CIPD Level 3 qualification or equivalent relevant working experience. | Studying towards a CIPD Level 5 | Application |
| **Experience** | Substantial experience of working in a HR environment  Considerable experience of handling varied HR generalist issues and Employee Relations matters including grievances and disciplinaries, managing casework and attending hearings and meetings  Comfortable working in a complex, challenging environment. | Experience of working in the Education sector | Application  Interview |
| **Skills and Knowledge** | Good knowledge of Microsoft Office  sound knowledge of current employment legislation  Ability to analyse data to identify trends and patterns for reporting purposes using logical thought processes  Evidence of positively participating in, and supporting effective teams |  | Application  Interview |
| **Personal Qualities** | Enthusiastic, positive and proactive approach  Effective communication and interpersonal skills with a natural flair for building relationships  Ability to plan and prioritise a varied workload, and respond promptly to the needs of a wide range of stakeholders in a fast-paced, pressurised environment  Able to work independently and use initiative  Determined and resilient, with the drive to achieve targets and objectives  Flexible and able to adjust plans and adapt quickly to changes in work priorities  Actively seeks opportunities for learning and development and has a desire for a career in HR  Honest and trustworthy and admits to making mistakes, but always uses them as a learning tool and doesn’t make the same mistake twice  Open to receiving feedback and constructive criticism and takes on board positively |  | Application  Interview |