

WALTHAM FOREST COLLEGE

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	HR Adviser
LOCATION:	Forest Road
REPORTING TO:	Director of Human Resources & Organisational Development
HOURS:	36 Hours (Full time)
GRADE:	PO2

KEY RESPONSIBILITIES

1. To provide sound advice and guidance to managers on employee Relation's issues. In accordance with College policies, employment legislation and best practice.
2. To ensure a professional, proactive and robust recruitment service with a customer focused approach in order to meet the needs of the College.
3. To be the lead expert HRIS administrator including managing system reports and system maintenance.
4. To undertake proactive monitoring sickness absence/cases and provide support to managers to effectively deal with issues.
5. To manage the recruitment process for both substantive and agency workers.

MAIN DUTIES AND RESPONSIBILITIES

1. To manage the recruitment process. Including the review /formatting of JD's and job advertisements, to ensure that they are legally compliant.
2. Manage the process of appointing Agency staff by liaising with the managers and agencies. To advise the approved agencies of budget implications, hourly rates, and to monitor contracts etc.
3. Monitoring the recruitment of agency staff to ensure the correct procedure is being followed and budget sign off is completed from the relevant department.
4. To ensure all pre-employments checks are legally complaint and produce final offer letter.
5. To assist with the set-up starters on the College's HR system.

6. To provide advice guidance when dealing with telephone/e-mail/written enquiries, and personal callers to the Section.
7. To track and monitor the Appraisal and Probationary compliance and ensure employee is regularly updated.
8. To case manage ER issues such as disciplinary, grievances, capability, including investigations and hearings including employment tribunal cases.
9. To monitor, track and provide managers with regular trigger absence reports. To make referrals to Occupational Health in relation to short and long term sickness absences and support managers with the process in accordance with the Sickness Absence policy.
10. To understand and process pay and entitlements of the College's occupational sick pay and maternity schemes together with SSP and SMP. To record all absence details and liaise with line managers as appropriate.
11. To advise on hearings and appeal hearings.
12. To participate on interview panels and produce letters, contracts and associated HR documentation as required.
13. To monitor the teaching qualifications for teaching staff and to ensure compliancy with the terms of the contract of employment. Where appropriate monitor the trajectory for completion with the Line Manager.
14. To monitor and track all Teaching and LSP staff are qualified with level 2 English and Maths and where necessary organise a BKSB assessment.
15. To maintain HR records and the College's computerised personnel database, including setting up and maintaining personal records, producing regular and ad hoc reports from the system (including statutory and other returns) and assisting with the development of the system.
16. To be the lead expert HRIS administrator including staff queries and system maintenance.
17. To carry out job evaluations using the College's job evaluation system
18. To manage the maternity leave lifecycle ensuring managers are updated on return dates.
19. To create and sustain an online and face to face HR induction process.
20. To keep up to date in changes in employment legislation to inform changes to policies and procedures.
21. To support all aspects of the administration of payroll checking.
22. To advise College managers on HR procedures offering advice to managers and staff as appropriate including redundancy.

23. To develop and maintain a detailed knowledge of contracts and conditions of service, giving advice to managers and staff as appropriate.
24. To undertake project work in relation to HR systems, policies and procedures. This includes departmental restructuring and redundancies. As well as any other duties commensurate with the grade
25. To collate/provide accurate and timely reports and information, as required using the personnel database.
26. To maintain confidentiality at all times and to work flexibly within the team.

GENERAL

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student behaviour and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. Comply with the requirement for the General Data Protection Regulations.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Essential Criteria	Desirable Criteria *
QUALIFICATIONS (Educational and Vocational)	To have a full Level 2 qualification in English CIPD qualified to level 5	
	Evidence of continuous professional development.	
PREVIOUS EXPERIENCE/JOB KNOWLEDGE	Experience of working in an HR environment with an emphasis on Employee Relation's case work and recruitment advice and support.	
	An understanding of computerised personnel systems combined with a good understanding of IT and its uses within an HR Function.	
SKILLS (Competencies and Aptitudes)	The ability to develop positive working relationships with individuals at all levels.	
	The ability to communicate effectively orally and in writing.	
	The ability to work on own initiative and organise one's workload in a structured and organised way.	
	The ability to prioritise tasks and meet deadlines.	
	The ability to analyse and solve problems and exercise attention to detail.	
	An understanding of employment legislation	
	Excellent written skills.	
	The ability to work	

	effectively as part of a team, supporting others as required.	
	The ability to deal with difficult issues in a sensitive and confident way.	
OTHER FACTORS/ ADDITIONAL REQUIREMENTS	An understanding of safeguarding and a commitment to a safe learning environment.	
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	