

Job title:	HR Advisor
Job ref:	HFL1432
Hours:	30 to 37 hours per week, 40 weeks per year (Term Time plus 2 weeks)
Salary band:	Band 5 – FTE £31,000 - £38,000 p.a (pro-rata for part time)
Contract:	Fixed Term until October 2023
Reports to:	HR Manager
Team:	HR Services
Location:	Hybrid working consisting of remote working, flexibility required to work across educational settings in Hertfordshire, and occasional visits to the Head Office – Stevenage.

Our company

Herts for Learning (HfL) is an award-winning provider of products and services to 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 and purpose

Herts for Learning's HR Services Team provides specialist HR advice and consultancy to over 500 schools, with approximately 20,000 staff. Customers repeatedly buy back into our service year after year because of the depth of expertise and the high quality of the service we provide.

We are looking for a HR Advisor to join our team, to meet the growing demand for our service portfolio and to contribute to the development of the HR service into new areas.

Main areas of responsibility

- Delivering a range of traded and retained HR Services to customers.
- Providing professional HR advice across a range educational settings to support Head teachers, Governors and Educational Leaders in managing HR issues.

- Effectively supporting employee relations cases through to resolution, including capability, ill health, disciplinary, grievance, safeguarding and pay. Guiding Leaders on pragmatic solutions to support their objectives.
- Delivering a professional investigation service; supporting customers with complex cases by conducting an objective investigation in line with the settings policies.
- Supporting organisation change projects, including restructure, redundancy and TUPE processes, via both our retained advisory service or on a consultancy basis.
- Developing and delivering resources, training and advice sessions for settings and to raise awareness of people management topics and help build capability.
- Designing model HR policies and resources to support people management.
- Keeping abreast of national policy changes, HR and employment law developments to inform practice and services within the team.
- Balancing a commercial mindset with a not-for-profit ethos and our organisational moral purpose.

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, particularly in light of the current Covid-19 situation.

Person specification

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

Knowledge

- Strong knowledge of employment law. Knowledge of Education sector employment law would be an advantage but is not essential to be successful in this role.
- Holds a CIPD Qualification at level 5 or above, is in the process of gaining accreditation, or has equivalent experience.
- Educated to degree level or has equivalent experience.

Experience of

- Providing professional advice to stakeholders across the employee lifecycle
- Supporting employee relations issues to completion including disciplinary, grievance, capability and ill health
- Analysing complex information and situations and giving pragmatic and tailored HR Advice to support customer needs. Knows when to seek further advice and support.

Skills and abilities

- Able to engage and influence a wide range of stakeholders.
- Well-organised individual with ability to manage multiple cases and demands on their time at once.
- Able to demonstrate a commercial mindset in alongside a commitment to HfL's ethos and moral purpose. Strong commitment to Herts for Learning's mission.
- Experience of operating in public, education or not for profit sector would be an advantage but not essential.

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 Ali Stevens on 07741500668 or at ali.stevens@hertsforlearning.co.uk and provide your mobile no. so a mutually convenient time can be arranged to discuss the role.

To apply, email hfl.recruitment@hertsforlearning.co.uk with a detailed CV along with a cover letter explaining how you meet the following requirements:

Knowledge

- Strong knowledge of employment law. Knowledge of Education sector employment law would be an advantage but is not essential to be successful in this role.

Experience of

- Providing professional advice to stakeholders across the employee lifecycle
- Supporting employee relations issues to completion including disciplinary, grievance, capability and ill health
- Analysing complex information and situations and giving pragmatic and tailored HR Advice to support customer needs. Knows when to seek further advice and support.

As part of our move towards eradicating unconscious bias within the recruitment process, we will be anonymising your forms.

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.

For recruitment queries, our Central Recruitment Team can also be contacted on the hfl.recruitment email address above.

Closing Date: Monday 20th June 2022 at midday

Interview Date: Thursday 30th June 2022 via Microsoft Teams