



## Job Description

### People Advisor

<b>Grade:</b>	SO2
<b>Spinal range:</b>	Spinal points 32-34
<b>Reporting to:</b>	People Partner
<b>Accountable to:</b>	Chief People Officer
<b>Location:</b>	Based at Richmond Campus, with travel to other campuses as required
<b>Hours:</b>	36 hours per week, 52 weeks per year
<b>Responsible for:</b>	People Officer

#### **Purpose of the Role:**

The People Advisor will provide guidance and support on HR matters across HRUC, excluding policy development.

This role focuses on assisting employees and managers with HR processes, handling employee relations matters, and contributing to a positive and compliant workplace environment.

#### **Key Responsibilities:**

##### **Employee Relations Support**

1. Provide guidance on People matters including performance management, absence management, and employee relations.
2. Assist in resolving staff queries and concerns, working with managers to ensure fair and consistent HR practices.
3. Support the Assistant Director in managing employee relations cases, ensuring issues are handled in line with HRUC standards.

##### **HR Advisory Services**

4. Serve as the first point of contact for People-related queries from staff, offering advice in line with employment law and HR best practices.
5. Work with departments to support staff well-being and engagement initiatives.

### **Learning and Development Support**

6. Assist in identifying training needs and support in coordinating learning and development activities for staff.
7. Advise employees on available learning opportunities and guide them in developing their skills and competencies.

### **Data Management and Reporting:**

8. Maintain and manage employee records, ensuring data accuracy and compliance with GDPR and other regulatory standards.
9. Generate reports to monitor trends and metrics, assisting the People team in tracking employee engagement and performance metrics.

### **Compliance and Safeguarding**

10. Support HRUC in embedding a culture of compliance and safeguarding, ensuring adherence to its policies and guidelines.
11. Collaborate with other departments to ensure People processes align with safeguarding standards and promote equality and diversity.

### **General Responsibilities:**

12. Stay informed on best practices and legislative changes in People policy development.
13. Ensure that safeguarding and promoting the welfare of children, young people, and adults at risk is integral to the role.
14. Provide general support to the HR team in implementing the college's strategic HR objectives.
15. Participate in HR projects or initiatives as needed, supporting the ongoing development of HRUC's employee experience.
16. Support the Assistant Director in embedding a culture of compliance and accountability across HRUC.
17. Undertake additional duties as required to support the Employee Experience function.

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

## People Advisor – Person Specification

		Essential	Desirable	How assessed?*
<b>Qualifications</b>				
1.	Good general level of education (to GCSE level or equivalent including Maths and English at Grade C or equivalent)	✓		AF/Cert
2.	Strong knowledge of People legislation, including GDPR, equality laws, and safeguarding		✓	AF/Cert
<b>Knowledge, Skills and Experience</b>				
3.	At least 2 years' experience in a human resources or employee relations role	✓		AF/IV
4.	Experience in managing large volumes of employee relations cases	✓		AF/IV
5.	Strong understanding of HR practices, including employee relations, discipline and grievance, performance management, and absence management	✓		AF/IV
6.	Excellent written and verbal communication skills	✓		AF/IV
7.	Excellent organisational, administrative and time management skills, and ability to prioritise workload effectively	✓		AF/IV
8.	Excellent IT skills, including proficiency in Microsoft Office, SharePoint, and other relevant platforms	✓		AF/IV
9.	Ability to understand and implement regulations, policies and guidance	✓		AF/IV
10.	Knowledge of relevant legislation, including safeguarding, GDPR, and equality and diversity laws	✓		AF/IV
11.	Understanding of the importance of Equality and Diversity and Safeguarding in education	✓		AF/IV
<b>Personal Attributes</b>				
12.	Excellent interpersonal skills, with the ability to build strong working relationships across departments	✓		AF/IV
13.	Strong interpersonal skills and the ability to build relationships across departments.	✓		AF/IV
14.	A proactive and problem-solving mindset	✓		AF/IV
15.	Commitment to continuous professional development and staying updated on People legislation	✓		AF/IV
16.	Ability to work under pressure and meet strict deadlines	✓		AF/IV
17.	Willingness to travel to different HRUC sites as needed	✓		AF/IV
18.	Flexibility and adaptability to meet the evolving needs of the College	✓		AF/IV

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificates checked at interview/offer stage