JOB PROFILE

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| **DEPARTMENT:** People & Experience | **POST TITLE:** Senior Advisor – People & Experience |
| **SALARY:** Band 6 £20,657 – £29,880 | **REPORTS TO:** Director of People & Experience |
| **HOURS:**  To be agreed with line manager.  Monday – Thursday 9:00 – 5:00  Friday 9:00 – 4:30 | **RESPONSIBLE FOR:**N/A |

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| **Key Purpose of Post:** |
| At the heart of our ethos is an outstanding student experience in a safe and inclusive learning environment. You contribute to this by shaping and maintaining a positive, rewarding, and enjoyable employee experience, underpinned by modern, engaging, effective, and compliant HR practices.  You provide effective and timely support to managers, developing and enhancing their people management practices. You take an active role is shaping a culture of excellence.  You provide advice and support to managers on everything people management, from onboarding to exiting and everything in between! |
| **Main Responsibilities of Post:** |
| * You will be one of the ‘go to’ experts for all things people and employment. You provide advice and support on a wide range of employee relations and employment issues, providing people-centred and College focussed solutions. You provide advice and support across the full ER spectrum (disciplinaries, conflict management, safeguarding, performance, probation, equality, recruitment, and change management… etc). * You find ways to continually enhance and enrich the employee experience, both directly through your work and interactions with colleagues and indirectly through shaping and developing compassionate and emotionally intelligent managers. An outstanding employee experience will always be at the forefront of your thinking and decision making. * As an employee relations specialist, you provide professional and impartial advice and support to managers at all stages of the process. This includes the provision of advice and support in relation to investigations, note taking, support with the preparation of management documents, and attendance at hearings and appeals as appropriate. Your attention to detail and focus on compliance will be impeccable. * As an excellent communicator, you role model positive and professional behaviours, you lead by example, and you adopt a learning mindset. You tailor your communication to suit the audience. Your content inspires and motivates others, and always leaves a positive impression. * You contribute to policy development; the policies you craft will focus on compliance and best practice, they will be person-centred and designed with a positive employee experience in mind. All policies will be fair and inclusive and they will meet the needs of the College and the wider Myerscough community.   • You support the development and delivery of College wide training on any HR related topic. You then enhance the learning experience through 1-1 or group coaching, shaping excellent people managers.     * You support our recruitment processes, ensuring compliance with safer recruitment, robust background screening, effective recruitment practices, and onboarding experiences. * You are focussed on the future and explore opportunities to modernise and innovate people related practices.   • You undertake or support ad hoc projects as required, as well as contributing to data analytics and report writing.   * You may also be asked to support the Director of People & Experience in the delivery of the service in relation to any of their lead responsibilities. |

**KEY INFORMATION APPLICABLE TO ALL POSTS:**

* You are expected to promote the College values:
* Respect for yourself, each other and the environment
* Welcoming, honest and inclusive
* Happy, safe and supportive culture
* Inspiring learners and staff to be the best they can be
* Positive and innovative
* You promote Equality, Diversity and Inclusion at every opportunity.
* You demonstrate and promote the highest level of customer service to internal and external customers.
* You promote College sustainability policies and strategies by personal commitment and lead by example.
* You are actively involved in carbon reduction, embedding all our carbon reduction practices (lights off, heating down etc.)
* You are vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.
* You are responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.
* You work flexibly within your own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College.
* You are committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly supports this aim. You are required to support this aim and its implementation pro-actively.
* You must be thoroughly aware of the College Health and Safety policies and ensure that your employees are also. You must also seek to ensure appropriate implementation of such policies across all areas of responsibility.

**Variation to this Job Profile**

The following information is provided to help applicants understand and appreciate the general work content of their post and the role they are to play at Myerscough College. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level, and scope of the post and the salary has been established on this basis.

**Location of work**

You may be required to work at or from any building, location, or premises of Myerscough College, and any other establishment where Myerscough College conducts its business. You may also be required to work from home.

**ROLE SPECIFICATION**

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| A = Application stage  I = Interview Stage  T = Test |

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| **Knowledge:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * A good knowledge of employment law, best practice and the ACAS codes of practice. * An awareness of data protection legislation and the importance of maintaining confidentiality. * A knowledge of the employment tribunal system and the various stages. * A knowledge of human behavioural science. * A knowledge of the latest digital and technological workplace advancements. * A knowledge of content marketing | Essential  Essential  Essential  Desirable  Desirable  Desirable | A / I / T  A  A  A / I  A / I  A |
| **Experience:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * Experience of working in a generalist HR role. * Experience of undertaking/ supporting workplace investigations. * Experience of contributing to the development of policies and procedures. * Experience of working with trade union and staff representative. * Experience of advising managers on a range of HR and employee relations cases, i.e. conflict management, disciplinary, absence, performance etc. * Experience of ensuring cases are managed in accordance with employment law and ACAS code of practice(s). | Desirable  Desirable  Desirable  Desirable  Desirable  Desirable | A / I  A / I  A / I  A / I  A / I / T  A / I |
| **Qualifications:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * Associate membership of the CIPD. * Chartered Membership of the CIPD. * A degree or equivalent level qualification * Grade 4 English and Maths GCSE * Evidence of continued learning/development and the practical application of this. * A content marketing or blog writing qualification/ course. * A coaching qualification. | Desirable  Desirable  Essential  Essential  Essential  Desirable  Desirable | A  A  A  A  A / I  A  A |
| **Skills & Ability:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * Excellent interpersonal skills across all methods of communication. * High quality written ability to produce complex information in a clear and concise format. * Able to analyse and interpret data and information. * Highly organised and efficient. * Strong PC literacy skills. * Effective verbal and written communication skills. Able to deliver difficult messages in the most effective way (minimising any potential negative reaction.) * Creative, persuasive, and engaging. * A great writer who can communicate messages which engage and influence the reader. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | A /I / T  A / T  I  I  I / T  A / I / T  A / I / T  I / T |
| **Communication:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * Able to communicate sensitively and in an appropriate manner. * Able to demonstrate sympathy and discretion when dealing with issues which require understanding. * Able to writes letters on a variety of topics which are understandable and clearly expressed. * You will be able to communicate clearly and effectively with a diverse range of people (both verbally and in writing). * You are able to explain things clearly and precisely to others. * You actively listen, share information, and propose suggestions and solutions; * You show respect and fairness when communicating, considering the feelings of others. | Essential  Essential  Essential  Essential  Essential  Essential  Essential | I / T  T  T  I / T  I  I  I / T |
| **Behaviour & Personal Characteristics:** |  |  |
|  | **Essential/ Desirable** | **Assessment Method** |
| * A committed and effective team player. * A positive ‘can do’ attitude towards all aspects of the role. * Leads by example and role models the values and behaviours that we expect at all times. * Builds rapport and displays integrity at all times. * Treats everyone equally, with respect and dignity. * Enthusiastic and flexible team player with high expectations of self and others. * You will be able to adapt to new work challenges and situations, adopting a positive attitude to change. * Constructively challenges and accepts constructive challenge from others. * Resilient & calm when under pressure and able to balance conflicting priorities and manage time well. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | A / I / T  A / I / T  I  I  A / I / T  I  I  I  I |

**KEY TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Senior Advisor – People & Experience | People & Experience |
| **SALARY** | HOURS OF WORK |
| Salary Range: Band 6 £20,657 – £29,880 | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| * 26 days holiday, pro rata, rising to 31 days following 5 years’ service plus Bank Holidays.   (up to 5 days annual leave must be taken between Christmas and New Year at direction of the Principal) | Local Government Pension Scheme Employee Contribution Rates: Up to £13,700 pa 5.5%£13,701 to £21,400 pa 5.8%£21,401 to £34,700 pa 6.5%£34,701 to £43,900 pa 6.8%£43,901 to £61,300 pa 8.5%£61,301 to £86,800 pa 9.9%£86,801 to £102,200 pa 10.5%£102,201 to £153,300 pa 11.4%£153,301 or more pa 12.5%Employer Contribution Rate: 14.2% You will automatically become a member of the LGPS. |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check.  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  **Please note that all new employees of the College will be required to pay for their DBS check (at present £44.00 for an enhanced level check).**  **Should your application be successful, the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.**  **Please see overleaf regarding DBS Update Service.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre-checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 14 days of the certificate being issued.**  To check the progress of your DBS certificate, use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |