



JOB SPECIFICATION People Associate Adviser

Reports To : People Operations Manager / People Service Director

Why	Job Summary As a People Associate Adviser, the post-holder will provide support to customers with all internal and external People related enquiries or requests, Trust policies and procedures and statutory compliance.	
What	Main Responsibilities <ul style="list-style-type: none"> • Produce correspondence, including offer letters, contracts of employment, employment and maternity confirmation letters to quality standards and within set timescales. • Be the first point of contact for all People information and queries, responding to queries in a timely fashion via the 'Advice Desk'. • Provide support to our customers on the appropriate People process in order to manage attendance issues, disability issues and support to manage the long term absence along with any need to involve external services. • Provide advice and guidance on robust procedures for pre-employment checks for staff and volunteers in line with Keeping Children Safe in Education Guidance. • Ensure employees have Proof of Right to Work documents, including updating and monitoring the Visa tracker, in addition to supporting internal audits as required. • Support the People Advisers/People Operations Manager with any employee relation matters and note taking in meetings. • Update and monitor payroll changes in accordance with the payroll deadline, including new starters, salary changes, leaver notifications etc. • Produce relevant reports as required and be involved in ad-hoc projects. • Support the development of effective People processes and administration, advising on managing such matters at local level. • Maintenance and use of People Management Systems e.g. Applicant Tracking System (Kallidus), Docusign, MyPeople (Access). • Work in partnership with Academy finance teams to provide support and manage all the payrolls • Maintain digital copies of employees' records • Ensure that confidentiality and data protection is not breached • Keep up-to-date with the latest HR trends and best practice. • Any other duties as deemed appropriate 	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Supports others to apply the Trust's ethos
		Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people
		Participates in Health & Safety working teams
		Encourage individual and collective responsibility
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals</i>	Participate in a whole department initiatives
		Take responsibility for cascading to the department up to date knowledge and information about particular areas Embedding practice ensures highly effective professional contribution across the department

Context	<i>setting examples of desired behaviours.</i>	Give and receive effective feedback and act to improve personal performance	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Has a basic understanding of supervision and business principles	
		Consults widely and may provide direction to achieve results	
		Understands the impact and implications of projects/activities on own or others areas of the organisation	
		Fosters positive and productive relationships across the team in order to deliver	
		Sets clear objectives and checking for understanding	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish goals</i>	Sets short term tasks (daily, weekly)	
		Contributes to plans for change	
		Develops own effectiveness in role, adapting to changing priorities	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Ensures communication has met its purpose	
		Presents complex information and concepts in a way that is simple and easy to understand	
	Problem Solving/Decision Making <i>Able to identify a potential problem; propose and assess solutions and decide upon course of action</i>	Creatively focuses upon solving the problem using different techniques/ experience from other areas	
		Responsible for proposing what decisions should be made within the team and what needs to be referred	
		Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format	
		Deals with problems across departments to achieve resolution	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond our academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You may be required to travel between academies as necessary.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Education, Qualifications and Experience (EQE)	<ul style="list-style-type: none"> Display strong problem solving and decision-making skills with a deep understanding of employee relationships, staffing management and payroll. A CIPD qualification or a relevant experience of working with in the CIPD framework for people management Excellent attention to detail, matched with strong communication skills 'Can do' attitude, with a proactive outlook to problem solving 	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring	

		Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
	Data Protection	All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.