



**Required to start September 2019 or as soon as possible after**

## **Senior HR Advisor (Staff Development Coordinator)**

We are looking for an enthusiastic and well organised person to work within our busy HR department. As a successful and thriving Sixth Form College with around 3000 students and 320 staff, we need to appoint someone who can bring flexibility, commitment and energy to this important job. In return you will join a vibrant college community with an informal working environment.

This is an ideal opportunity for someone who currently works in HR and wants to take their next career step into a more senior role.

If you do not already hold a CIPD qualification at level 5 or above, you will be expected to study to complete this qualification. This takes between two to three years to complete, and the College will pay for your tuition fees. Entry requirements for this course at Brighton University include having some HR experience and either holding an undergraduate degree or equivalent qualification. For further information about the course, please visit <https://www.brighton.ac.uk/courses/study/human-resource-management-pgdip.aspx>

## **Pensions, Pay and Safeguarding**

This is a permanent full time post, working 37 hours per week, Monday to Friday. The starting salary will be **£27,481 per annum**. This is based on spine point 34 within grade 7 of the support staff pay spine. This will increase to £30,062 over 4 years, subject to satisfactory performance.

In addition, once the successful applicant has sufficient experience and has attained the CIPD qualification at level 5 or above, they will progress to grade 8 of the support staff pay spine, for which the starting salary is £30,869 per annum.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 6.5% of your gross salary and the College contribution would be 17.2% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

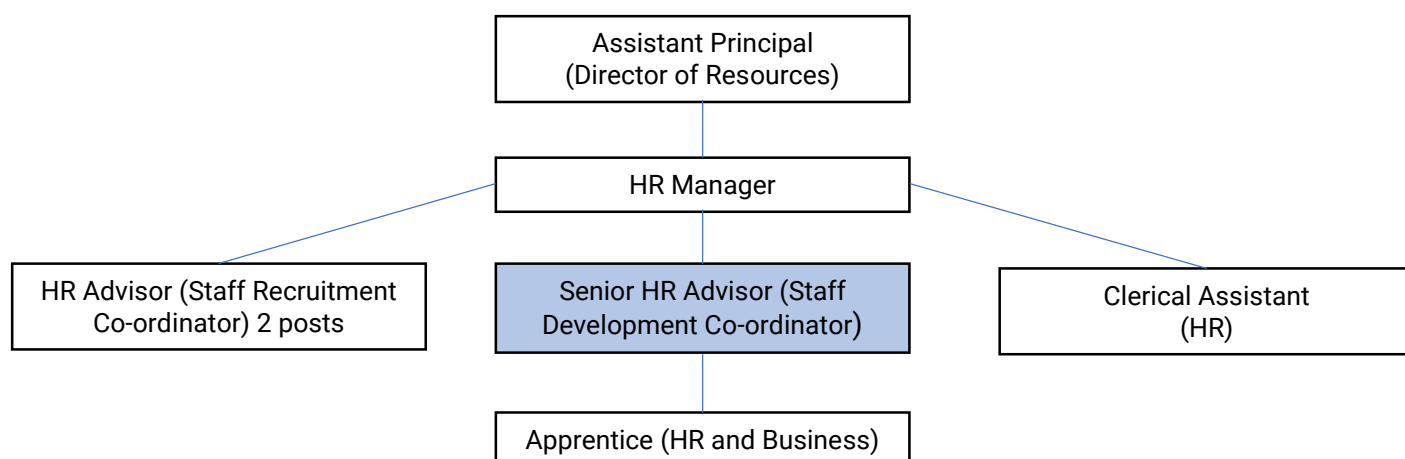
BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

## **The HR Department**

The College expects an excellent service from the HR Department and all members of the team work to exceptionally high standards.

The HR office is a busy office, which operates an 'open door policy' for our staff. Consequently, the working environment can be hectic at times, with frequent interruptions. As a team we work very closely with College managers advising and supporting them on all aspects of HR.

The structure of the HR team is detailed below:



### The post

BHASVIC is a designated Sixth Form College. Sixth Form Colleges take responsibility for their own employment, pensions and pay arrangements. As Senior HR Advisor, you would be an active member of the staff development team and will be responsible for coordinating staff induction and staff development at the College, which plays a significant role in supporting the quality of teaching and learning. You will also be responsible for coordinating the College's apprenticeship programme and will act as a mentor the HR and Business apprentice. You will work closely with a range of colleagues from across the College to fulfil these elements of the role.

You will be responsible for ensuring staff personal and employment details are up to date in the HR database, and will liaise with the finance department and relevant external agencies regarding pay and pensions. You will regularly produce reports and analysis of staffing data.

You will also be responsible for staff well-being, and there would be plenty of opportunity to make a significant contribution to the development and introduction of new initiatives to benefit staff. This will include being responsible for monitoring of staff absence, and producing an annual absence and well-being report.

As you progress with your CIPD studies and acquire relevant knowledge and expertise, your role will grow and expand. In particular, you will take on your own casework and use your initiative to advise College managers on implementing HR Policies and Procedures and dealing with sensitive HR issues, including performance management.

As a member of the HR team your more general duties will include dealing with enquiries from staff, assisting the recruitment team with running interview days, and administrative tasks.

## HOW TO APPLY

For details of how to submit your application, please visit our website [www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies](http://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies)

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**  
**Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.**
- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

**Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.**

The deadline for receipt of applications is **9am Monday 8 July 2019**

Interviews will take place on **Thursday 18 July 2019**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.



## JOB DESCRIPTION

---

<b>POST TITLE:</b>	Senior HR Advisor (Staff Development Coordinator)
<b>RESPONSIBLE TO:</b>	HR Manager
<b>GRADE 7:</b>	37 hours per week; 52 weeks per year

---

### PURPOSE OF JOB:

- To provide effective HR support, advice and guidance to, Managers and Employees of the College.
  - To cover for the HR Manager in their absence.
  - To research and promote staff wellbeing initiatives.
  - To coordinate the College's apprenticeship programme.
  - To act as Staff Development coordinator for the College including event management of whole College staff development activities.
  - To ensure staff records are kept up to date and deal with enquires on salaries and pension matters.
- 

### SPECIFIC DUTIES

#### Management and Professional Advice and Support:

- To advise and support College Managers in the effective application of all HR Policies.
- To assist the HR Manager with casework (disciplinary, capability, absence management, grievance). To guide managers as appropriate and deal with employees in a discreet and sensitive manner.
- To assist the HR Manager to maintain and review all HR policies and procedures to ensure they adhere to all legal, ethical and best practice requirements and that they support the College's mission, ethos and values.
- To provide professional support, advice and guidance to all levels of staff in all HR matters i.e. absence management, staff welfare, performance management, recruitment & selection, employee relations, employee terms and conditions of service.
- To support the College in maintaining adherence to all relevant policies and procedures and codes of conduct by challenging non adherence in a productive and supportive manner (equality and diversity).
- To cover for the HR Manager in their absence, including representing the College at appropriate external meetings and forums.
- To coordinate the College's apprenticeship programme, including: liaising with external training provider, recruitment of apprentices, arranging apprentice working patterns in liaison with relevant support staff managers.
- Mentor the HR and Finance apprentice including conducting their probation and Professional Development Review.

#### Absence and Well-being:

- Research and promote staff wellbeing initiatives. Liaise with the Health and Safety Officer and the Staff Wellbeing Committee (SWELL) where appropriate.
- To produce an annual staff well-being report for the Senior Management Team and relevant committee
- To take overall responsibility for the monitoring of staff absence

- To deal sensitively and appropriately with individuals and line managers to ensure absence records are up to date and relevant information is communicated to payroll.
- To assist the HR Manager with coordinating the College's occupational health provision, including liaising with the external provider and advising and assisting managers in completing referrals.
- To investigate the viability of initiatives that would benefit staff and, if agreed by the Senior Management Team, implement and administer the initiative e.g. the cycle scheme and childcare vouchers.
- To monitor annual leave records and issue paperwork as required

#### **Pay and Pensions:**

- To be responsible for calculating staff salaries and FTE in accordance with their contract and notify the Finance Department of changes to staff salaries and personal data for payroll.
- To use the CINTRA payroll system as necessary to deal with staff queries regarding pay and liaise with the Finance Manager.
- To deal with queries from staff on pension matters and liaise with the pension providers and the Finance Manager to ensure staff pension records are accurate and up to date.

#### **Staff Development, Appraisal and Induction:**

- To be a member of the Staff Development Team.
- To facilitate, monitor and review the completion of all College appraisal systems.
- To coordinate, monitor and review all new staff and new manager induction activities.
- To coordinate whole College staff development activities and INSET.
- To liaise with the appropriate Head of Faculty who is responsible for NQT induction

#### **Management Information, Staff records and HR Database:**

- To produce monitoring information and reports using the HR system and Survey Monkey as requested for quality purposes.
- To be responsible for staff records to ensure they are updated on the HR system and staff files including contractual changes and personal data.
- To build and amend workflows on the HR system to fit the requirements of the College (e.g. absence and appraisal) and to diagnose and resolve minor technical issues with the HR database.

#### **Other**

1. To maintain an up to date knowledge of the requirements of the post and be willing to undertake training in order to do so.
2. Undertake any other duties which may, from time to time, be reasonably requested, including assisting other areas of the department.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

June 2019

## PERSON SPECIFICATION

**JOB TITLE:** Senior HR Advisor (Staff Development Coordinator)  
**DEPARTMENT:** Human Resources  
**RESPONSIBLE TO:** HR Manager

	Essential	Desirable	Method of assessment
<b>Education and experience</b>			
1. A minimum of two years' experience of working in a HR environment.	✓		Application/Reference
2. CIPD Qualified at level 5-7 or willingness and ability to undertake this qualification.	✓		Application/Certificates
3. GCSE maths grade C or above (or equivalent).			Application/Certificates
<b>Skills and abilities</b>			
4. Ability to be discreet and maintain high levels of confidentiality.	✓		Application/Interview
5. Possess good interpersonal skills, e.g. tact, sensitivity, ability to listen, to be assertive.	✓		Application/Interview
6. The ability and confidence to communicate effectively both verbally and in writing	✓		Application/Interview/ Assessment
7. The ability to work effectively and accurately under pressure, to prioritise and organise your own workload and to meet deadlines.	✓		Application/Interview/ Assessment
8. The ability to contribute to and work effectively within a busy team environment.	✓		Application/Interview
9. The ability to analyse and present statistical data.	✓		Application/Interview/ Assessment
<b>Knowledge and expertise</b>			
10. Excellent IT skills i.e. competent in the use of Microsoft Office applications especially Word and Excel.	✓		Application/Interview/ Assessment
11. Expertise in using a database, including the production of reports, or the ability to learn these skills	✓		Application/Interview
12. Have an understanding of the various functions and responsibilities of an HR department.	✓		Application/Interview/ Assessment
<b>Personal and Professional Conduct</b>			
13. Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job.	✓		Application / Interview
14. An understanding of and commitment to the values given in the: <ul style="list-style-type: none"> <li>• BHASVIC Staff Code of Conduct</li> <li>• Child Protection Policy to Safeguard and Promote the Welfare of Students, Children and Young People</li> <li>• Equality, Diversity and Inclusivity Policy.</li> </ul>	✓		Application/Interview
15. An understanding of Safeguarding and a commitment to create a safe learning environment.	✓		Application/Interview
<b>Desirable</b>			
16. Have experience of working in a complex organisation		✓	Application/Interview
17. Previous relevant experience within an educational establishment		✓	Application/Interview