

Job Description

Post:	HR Adviser
Salary Grade:	Band 6
Responsible to:	Head of Human Resources
Responsible for:	N/A

Key Purpose

Working closely with the HR Business Partners, the HR Adviser will provide comprehensive and professional HR support and advice across the College to ensure effective HR services in line with College policies, procedures, and relevant employment legislation. The role will focus on employee relations, recruitment, performance management, and policy development, with a particular emphasis on fostering a positive and supportive working environment for all staff.

Duties & Responsibilities

A	Provide guidance and advice to managers and staff on a range of HR matters including disciplinary, grievance, performance management, and absence management.
B	Support with conflict resolution and mediation, ensuring compliance with College policies and procedures.
C	Conduct sickness review meetings in line with College policies and procedures, providing support and advice to managers and staff as necessary.
D	Assist with investigations related to employee relations issues and support disciplinary/grievance hearings as required.
E	Support the recruitment process, including advising on job descriptions, person specifications, interview panels, and ensuring that recruitment complies with relevant equality and diversity legislation.
F	Assist in identifying training needs and supporting the delivery of employee development initiatives.
G	Maintain records of staff development and ensure compliance with training requirements for statutory and professional development.



H	Support the development and review of HR policies and procedures in line with best practice, legal requirements, and College priorities.
J	Advise on the interpretation of policies and provide training on their application to managers and staff.
K	Provide advice on performance reviews, setting objectives, and addressing underperformance.
L	Maintain accurate HR records and systems, ensuring data is up to date and compliant with data protection regulations.
M	Support initiatives to promote a positive working environment and the wellbeing of staff, including sickness absence management and work-life balance initiatives.
N	Provide general HR administration and advice on employment law.
O	Assist with HR-related projects and other duties which are commensurate with the post.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	CIPD Level 5 or equivalent qualification in HR management (or commitment to achieving this qualification within an agreed timescale).	Application / Certificate	A	Degree	Application / Certificate
				B	CIPD Level 7 or other relevant advanced HR qualifications.	Application / Certificate
Professional Development	2	Evidence of ongoing Professional Development	Application / Interview			
Experience	3	Experience in an HR advisory role, ideally in an education or public sector setting.	Application / Interview	C	Experience of working in a Further Education (FE) environment or a public sector organisation.	Application / Interview
	4	Proven experience of dealing with complex employee relations issues, including disciplinary, grievance, and performance management.	Application / Interview	D	Knowledge of HR software and systems used in FE settings.	Application / Interview
	5	Experience with recruitment and selection processes.	Application / Interview	E	Experience in developing and delivering training or workshops to staff.	Application / Interview
	6	Familiarity with HR systems and data management.	Application / Interview			



Knowledge	7	Knowledge of employment law and best HR practice.	Interview	E		
Skills / Qualities	8	Strong communication skills, both written and verbal, with the ability to influence and negotiate effectively.	Application / Interview	F		
	9	Excellent organisational and time management skills, with the ability to handle multiple tasks and priorities.	Interview	G		
	10	Strong attention to detail and accuracy in all aspects of HR administration and reporting.	Application / Interview	H		
	11	Ability to build positive relationships with staff at all levels of the organisation.	Application / Interview			
	12	Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) and HR information systems.	Interview			
	13	Strong problem-solving abilities and a proactive approach to resolving issues.	Application / Interview			



	14	Ability to maintain confidentiality and handle sensitive information with discretion.	Application / Interview			
	15	Empathetic, approachable, and able to work with individuals in a variety of situations.	Application / Interview			
Other	16	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	17	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	18	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

