

Applicant Pack

HR Advisor (part-time, term-time only)

Salary: £18,932.48 to £20,805.83 per annum (£32,259.00 to £35,451.00 per annum FTE) – points 18 to 21 of the sixth form colleges support staff pay scale (further increase expected from 1 September 2024 – pay award pending)

Working hours: 25 hours per week, term-time only, plus enrolment week (39 weeks per year)

The working pattern can be flexible to suit the needs of the successful applicant. The 25 hours can be worked any time between 8.00 am and 5.00 pm, Monday to Friday, but must include Wednesday

FTE: 0.587

Pension: West Yorkshire Pension Fund – employer contribution rate of 21.5%, plus Death in Service Grant of 3 x your annual salary

Contract type: Permanent

Other benefits:

- Access to Kirklees Employee Healthcare (e.g. private counselling, physio, etc)
- Eye test vouchers
- Flu vaccination vouchers
- Free onsite car parking
- Cycle to work scheme
- Health and wellbeing events throughout the year, including a dedicated staff wellbeing day
- Enhanced maternity and paternity pay
- Personal and professional development opportunities

Reports to: Director of HR and Support Staff Lead

Closing date: Sunday 14 July 2024

Interview date: Friday 19 July 2024

Start date: Tuesday 27 August 2024, but flexible for the right candidate

Welcome Letter

On behalf of Greenhead College, thank you for your interest in applying for the position of HR Advisor.

Greenhead College is located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. The College is a short drive from the M62 and within walking distance of the train and bus station, an easy commute from much of the Northwest and Yorkshire.

The College has been providing the highest quality academic Sixth Form College education in the area for 50 years. According to Government performance tables, Greenhead is currently one of the best performing Sixth Form Colleges nationally and is heavily oversubscribed.

Approximately 2600 students attend the College studying predominantly A Level courses across 35 subjects, and the College has ambition to grow to at least 2800 students by 2025-26.

In March 2022, the College was once again graded 'Outstanding' by Ofsted, with no areas of weakness identified.

The College maintains and forecasts 'Outstanding' financial health, which is a demonstration of the strong ethos of ambition and aspiration which runs through all aspects of our work.

The College employs 285 staff and is a great place to work, with a warm, inclusive atmosphere. Our staff are recognised for their hard work and are encouraged to inspire each another, and to develop and grow. We are proud to have a strong and able College Leadership Team, and a highly experienced Board, who work collaboratively to deliver the College's purpose and principles, and strategic objectives.

The Human Resources team at the College currently consists of three staff – Director of HR and Support Staff Lead, HR and Recruitment Manager and HR Administrator. The team is knowledgeable, friendly, and supportive, and collaboration is central to the team's success.

Due to an increasing workload, the College is seeking to expand the team to include a HR Advisor.

The HR Advisor role will be a generalist position, with a varied, interesting, and busy workload. However, all HR team members have particular specialisms, and it is envisaged that the successful postholder will be upskilled to become an expert / 'the go to person' for absence management, family leave, and flexible working advice and support. Personal development is strongly supported, and on the job and formal training will be provided to support the individual to achieve this.

The College is seeking applications from individuals with experience of working at a similar level within Human Resources. A CIPD qualification is preferred, but not essential. Experience of working within education and/or the public sector is not essential - it is recognised that HR experience is strongly transferable and therefore candidates from any sector are encouraged to apply.

If you are interested in this position, please contact Jessica Norcliffe, Director of HR and Support Staff Lead via email jnorcliffe@greenhead.ac.uk. She will be happy to answer your queries, arrange an informal visit and provide further information about the College and role.

We look forward to receiving your application.

Best wishes,

Simon Lett
Principal

Job Description - HR Advisor

Role-specific responsibilities:

1. Being an active and influential member of the HR team, providing HR advice and guidance to employees across the College.
2. Under the direction of the Director of HR and Support Staff Lead, manage variation to contract request.
3. Provide guidance and support to line managers over completion of probation reviews.
4. Be the first point of contact for maternity, paternity, adoption and shared parental leave requests, providing advice and support for line managers and employees. Liaise with line managers and the HR and Recruitment Manager to recruit appropriate cover.
5. Be the first point of contact for flexible working requests and provide advice and support to the College Leadership Team when considering these requests.
6. Support the Premises Manager to undertake safer recruitment checks for contractors working at the College. Be responsible for recording these checks on the College's single central record.
7. In the absence of the HR and Recruitment Manager, provide advice and guidance in relation to employee relations matters (e.g. investigations, disciplinary, grievance and performance management).
8. As the sickness absence specialist within the HR team, be the first point of contact for short-term and long-term absence management.
9. Work with the HR Administrator to analyse absence data to identify employees who require absence management support.
10. Manage and co-ordinate short term and long term absence in line with College policy and procedure, including attendance at meetings.
11. Review and refine absence reporting procedures.
12. Support the HR Administrator to make informed and detailed referrals to Occupational Health.
13. Provide guidance and support on return to work plans, including phased returns and reasonable workplace adjustments.
14. Provide regular updates to the HR Team regarding the progress of absence management cases.
15. Provide the College Leadership Team with management information relating to sickness absence data on a monthly, quarterly and annual basis.
16. Keep up to date with the most recent legislation, case law and best practice in relation to absence management, as well as the sixth form colleges terms and conditions of employment. Regularly review and update the College's sickness absence policy accordingly.
17. Research and introduce new initiatives relating to employee wellbeing.
18. Be a member of the College's Mental Health Working Party.
19. Any other duties as may be reasonably requested by the line manager to allow for the efficient running of the college without changing the general character or level of responsibility entailed.

Safeguarding:

1. All staff and senior postholders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.

General duties - the post holder will also:

1. Promote, act as a role model and implement the College's policies, practices and procedures including those relating to diversity and inclusion.
2. Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.
3. Demonstrate day to day commitment to the College's core values of community and mission statement.
4. Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

Diversity and inclusion Statement:

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background.

The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

Safeguarding Statement:

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

Employee Wellbeing Statement:

The College is committed to promoting and supporting employee wellbeing to improve working lives and allow our staff to flourish and reach their potential. The employee wellbeing priorities of the College are integrated throughout, embedded in our culture, leadership, and management. Staff are encouraged to talk about mental health, have good self-care routines, and seek help where needed. Employee wellbeing is an integral part of the College's performance management process, which allows Heads of Departments and the College Leadership Team to regularly review workloads and deadlines in a meaningful way. The College has a holistic framework in place to support staff, including early access to specialist sources of help, such as counselling and physiotherapy, as well as an employee assistance programme, occupational health service and dedicated employee wellbeing days.

Prevent Statement:

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Simon Lett
Principal

How to Apply

Closing Date:

The closing date for applications is Sunday 14 July 2024.

Applicants for this post are asked to:

- Greenhead College or TES support staff application form;
- A supporting letter of application indicating how you meet the criteria within the job description and person specification;
- Equality and Diversity form.

Please send the completed documents to:

Jen Rothery, HR and Recruitment Manager, as an email attachment to jobs@greenhead.ac.uk

Safer Recruitment:

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

All offers of employment are subject to the following pre-employment checks:

- Two satisfactory references
- Enhanced DBS check with barred check list
- Overseas check if you have lived or worked abroad within the last five years
- Evidence of the right to work in the UK
- Prohibition check order
- Qualifications
- Fitness for Work

In line with KCSIE 2023 guidance, all shortlisted candidates will be subject to an online search.

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints, it would be impossible to respond to everyone individually - we hope that you will understand.

The college is committed to Diversity and Inclusion and welcomes applications from all sections of the community.

Person Specification – HR Advisor

	Essential	Desirable
QUALIFICATIONS:		
English and Maths qualification (minimum level 2 / GCSE)	X	
Degree qualified in a relevant subject specialism		X
CIPD qualified (or working towards)		X
First aid qualification or willingness to undertake one		X

	Essential	Desirable
KNOWLEDGE AND EXPERIENCE:		
Experience of working in a generalist HR role	X	
Good understanding of employment law	X	
Knowledge of absence management best practice	X	
Knowledge of flexible working best practice		X
Experience of using Microsoft Office (Word, Excel, etc)	X	

	Essential	Desirable
SKILLS		
Good IT skills	X	
Good numeracy skills	X	
Excellent literacy skills	X	
Excellent communication skills, both written and verbal	X	

	Essential	Desirable
ATTRIBUTES		
Courteous, positive, and can-do approach	X	
Professional integrity	X	
A commitment to quality	X	
A willingness to be flexible	X	
Discrete, trustworthy and ability to maintain confidentiality	X	
A commitment to safeguarding and promoting the welfare of young people	X	
A commitment to diversity and inclusion	X	

The above criteria will be assessed by the: Letter of Application, Interview & Assessments.