



COLEG CAMBRIA

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: HR Advisor

Reports to: HR Business Partner

Salary range: Business Support 28-32

Main Purpose of Job:-

- Provide professional advice on day to day queries on HR matters from managers and employees, and actioning HR related activities for a specified area within the college.

Responsibilities and accountabilities:

- Providing advice and guidance to managers and employees on HR related policies and procedures.
- Provide support to managers with recruitment associated activities, including writing new job descriptions, shortlisting, providing panel support at interviews
- Complete recruitment authorisation forms, making necessary offers of employment and notifying of unsuccessful applications ensuring that all relevant paperwork and systems are up to date and accurate.
- Source and recruit agency staff and temporary cover as per the requirements of the department
- Annual leave calculations for new starters, changes to terms and conditions and leavers.
- Support colleagues through parental leave arrangements for example maternity, paternity and adoption leave ensuring relevant advice is given and corresponding documentation is completed and systems updated.
- Provide advice, guidance and support to managers on absence management including support at formal meetings
- Conduct or support managers in investigations associated with disciplinary and grievance matters.
- Support the HR Business partner in organisational change processes within directorate/service area
- Advise managers on contractual arrangements including ending and extending of fixed term contracts
- Monitor directorate/service areas HR KPI's and liaise with managers on areas of non compliance.
- Maintain up to date knowledge of employment legislation and HR best practice to ensure compliance with all statutory and legal obligations.

- Manage continuing personal development to promote a culture of continuous improvement.
- Provide support to other business areas in the absence of HR colleagues.
- Undertake other relevant duties as directed.
- Responsible for ensuring an excellent standard of both verbal and written communication
- Responsible for providing high standards of customer service at all times both internally and externally

Miscellaneous:

To safeguard and promote the welfare of children, young people and adults at risk who are students of the College

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

Review:

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: Date.....
POSTHOLDER

Signed: Date.....
HR Advisor

Person Specification

Attributes	Item	Relevant Criteria	How Identified	Essential/ Desirable
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1	Qualifications & Training	1.1	Level 2 English and Maths qualifications (or equivalent) at Grade 4 (C) or above	A/C/I	Essential
		1.2	Currently holds a Level 2 Digital Literacy or is willing to work towards	A/C/I	Essential
		1.3	CIPD professional qualification to Level 5	A/C	Essential
2	Relevant Experience	2.1	Experience of providing advice and guidance to managers on HR related matters	A/I	Essential
		2.2	Experience of processing transactional HR procedures	A/I	Essential
		2.3	Experience of working in an education setting	A/I	Desirable
3	Specialist Knowledge & Memberships	3.1	Awareness of current thinking in Human Resources issues and trends	A/I	Essential/
		3.2	Able to communicate fluently (both written and verbal) through the medium of Welsh	A/I	Desirable
4	Skills and Abilities	4.1	Demonstrate a good level of IT competence. Must be able to navigate the Internet and Intranets as well as being willing to learn how to use new IT packages and systems	A/I	Essential
		4.2	Able to work as part of a wider team, and be flexible and adaptable when required	A/I	Essential
		4.3	Able to plan and manage own workload, ensuring deadlines are met.	A/I	Essential
		4.4	Excellent organisational skills	A/I	Essential
		4.5	Excellent time management skills	A/I	Essential
		4.6	Excellent communication skills both written and verbal	A/I	Essential
		4.7	Able to demonstrate personal resilience in order to cope with a range of difficult situations	A/I	Essential
		4.8	Proactive and self-motivated.	A/I	Essential
		4.9	Takes personal responsibility for delivering quality work.	A/I	Essential
		4.10	Identifies opportunities to improve and develop existing practices.	A/I	Essential
		4.11	Committed to working towards the departments shared goals and objectives	A/I	Essential
		4.12	Demonstrates through actions commitment to the Vision, Mission, Core Values and Behaviours.	A/I	Essential
		4.13	Able to work to tight deadlines	A/I	Essential
		4.14	Excellent attention to detail	A/I	Essential
5	Attitudes and beliefs	5.1	A commitment to the college's culture which places people at the centre of everything we do.	A/I	Essential
		5.2	A commitment to the established ethos of the organisation as a partnership between learners, staff, governors, employers, parents and other stakeholders.	A/I	Essential
		5.3	The continuous pursuit of high standards and excellence in all services provided by the organisation.	A/I	Essential

		5.4	A commitment to ensuring that all members of the organisation are valued, motivated and encouraged.	A/I	Essential
		5.5	The promotion of high professional, moral and personal standards in all aspects of the organisation, subscribing to the Nolan Principles.	A/I	Essential
		5.6	A demonstrable commitment to equality and diversity.	A/I	Essential
		5.7	An empathy and appreciation of Welsh Culture, language and heritage.	A/I	Essential
		5.8	The belief in upholding a strong organisational brand and reputation.	A/I	Essential
Key:	How Identified	A	Application		
		I	Interview		
		T	Test		
		C	Copy of Certificates		
		P	Presentation		