



# Erskine Stewart Melville

## HR ADVISOR

<b>JOB TITLE</b>	• HR Advisor
<b>DEPARTMENT</b>	• Human Resources
<b>REPORTS TO</b>	• HR Manager

<b>ROLE DETAILS</b>	
<b>PURPOSE OF THE ROLE</b>	• The purpose of this role is to provide a high quality, professional and proactive generalist HR support to all areas of ESM. The HR Advisor will work with employees, line managers and key stakeholders to help build organisational and people capacity, and shape and implement effective people strategies and activities within ESM.
<b>ACCOUNTABILITY</b>	• Accountable directly to the HR Manager.
<b>AUTHORITY</b>	• As delegated by the HR Manager and other promoted staff.
<b>RELATIONSHIPS</b>	• Will liaise closely with the HR Manager and other senior managers across the schools and with internal and external stakeholders.

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<p><b>Advice and Compliance (60%)</b></p> <ul style="list-style-type: none"><li>• Manage employee relations casework: grievance, sickness, absence, performance, disciplinary, probation, dismissal, etc.</li><li>• Provide advice, guidance, training and coaching to senior managers and line managers on HR related matters across the business to resolve all employee issues. Support them to manage and develop shared approaches that implement relevant strategies to achieve organisational objectives</li><li>• Provide professional HR advice and guidance on policies, procedures and legislation to ensure delivery of customer focused, consistent and professional service at each stage of the employee journey</li><li>• Proactively manage both long term and short-term sickness cases advising managers on appropriate action taken and liaising with a range of stakeholders</li><li>• Provide accurate management information and contextual information to identify and address people issues across the organisation</li><li>• Provide mediation and facilitation support to resolve conflicts and improve working relationships as needed.</li><li>• Support managers in dealing with flexible working requests, ensuring they are managed to the required timeframes and according to the correct procedure</li><li>• Advise on recruitment and selection strategies</li><li>• Support and guide the HR Assistant, and HR administrator with recruitment activities for the relevant business area</li><li>• Monitor, interpret and implement all relevant new and revised legislation including developments to policy and procedure,</li></ul>
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	<p>ensuring that significant changes are communicated to colleagues and line management</p> <ul style="list-style-type: none"> <li>• Provide facilitation support to resolve conflicts and improve working relationships as needed</li> </ul> <p><b>Projects (40%)</b></p> <ul style="list-style-type: none"> <li>• Undertake designated project work: <ul style="list-style-type: none"> <li>➤ <b>Change Management:</b> <ul style="list-style-type: none"> <li>○ Support the HR Manager with a range of activities, including change management, employee engagement and performance</li> <li>○ Provide advice to managers on transformational change management initiatives and provide support, advice and guidance on people related projects including workforce planning, recruitment, selection and retention, performance management, organisational design and succession planning, health, wellbeing, equality, diversity and inclusion (EDI) and learning and development</li> <li>○ Undertake designated project work with, or on behalf of, the HR Manager</li> </ul> </li> <li>➤ <b>Learning and Development</b> <ul style="list-style-type: none"> <li>○ Design and deliver workshops on HR related topics</li> <li>○ Develop, evaluate, and refine HR-related training programs in coordination with the HR Manager to ensure they meet organisational needs and goals.</li> <li>○ Design and deliver local workshops on HR related topics such as the HR Induction</li> <li>○ Deliver adhoc workshops as needed, for example during periods of change, to support employees and managers</li> </ul> </li> <li>➤ <b>Policies and Process Improvement</b> <ul style="list-style-type: none"> <li>○ Contribute to the continuous improvement of HR systems and practices</li> <li>○ Develop, monitor and review HR policies and procedures to ensure compliance</li> <li>○ Contribute to the development of the wider HR strategy in close liaison with the HR Manager</li> </ul> </li> <li>➤ <b>Data, Systems and Reporting</b> <ul style="list-style-type: none"> <li>○ Ensure accurate and timely HR data reporting and analytics</li> <li>○ Provide technical support and troubleshooting assistance to users experiencing system issues, escalating complex problems as required.</li> <li>○ Oversee system upgrades to ensure smooth implementation and minimal disruption.</li> <li>○ Support the ongoing development, configuration, and customisation of the system to meet organisational requirements and adapt to structural, policy, and procedural changes.</li> <li>○ Liaise with the IT team to ensure HR and payroll data entered in iTrent is accurately reflected in iSAMS, providing reports as required to maintain data accuracy and system alignment.</li> </ul> </li> </ul> </li> </ul>
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong HR generalist with case management experience.</li> <li>• Previous experience at HR Advisor level.</li> <li>• Sound legal knowledge in an employee relations context.</li> <li>• Experience of developing, delivering and evaluating training programmes and workshops.</li> <li>• Demonstrated experience and proficiency in mediation and facilitation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the education, teaching or care sectors is desirable.</li> <li>• Knowledge of employment and immigration legislation.</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• CIPD qualified to level 5 or above (or equivalent experience).</li> <li>• Demonstrable extensive relevant experience working in a deadline driven environment</li> </ul>	<ul style="list-style-type: none"> <li>• HNC/HND or Degree level qualification in a Business or HR related subject</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and analytical skills with a commitment to delivering excellent customer service.</li> <li>• Proficient in the full Microsoft Office package, specifically Word and Excel, and the use of AI.</li> <li>• Ability to multitask and prioritise own workload with good attention to detail.</li> <li>• Independent, self-motivated and organised, with an ability to collaborate and work as part of a team.</li> <li>• Results driven and consistently strives to achieve targets.</li> <li>• People focused.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of Health and Safety</li> <li>• Project Management experience</li> <li>• Coaching and influencing skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High professional and personal standards.</li> <li>• Commitment to continuous professional development.</li> </ul>	