

Ruskin Mill Trust (The Trust)

Job Description

Position:	Human Resources Advisor
Field of Practice:	Transformative Leadership and Management (Field 7)
Post Reference:	RMT10175
Grade:	9
Responsible to:	Senior /Human Resources Manager
Location:	Clervaux Garden School/Ruskin Mill College, Glasshouse College, Freeman College, Sunfield Children's Home

Job Purpose

This role is part of the human resources function with the Ruskin Mill Trust Central Services and provides advice within the designated schools/colleges whilst working closely with the cross Trust Human Resources Team.

To be aware of changing employment law legislation, and have a good understanding in the field of human resource practices in order to ensure the provision of sound professional human resource advice and administrative support services to college and school personnel.

To provide HR advice and support on casework including sickness management, disciplinary, grievance, restructuring, and redundancy programmes.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the School.

The post holder is to contribute to the whole life of the Trust, always remembering that our core purpose is to improve the care and education and lives of the young people.

You will be required to carry out your duties within the Trust to include flexibility to support all Trust premises, some of which are located a distance from the main site and at such other places as the Trust may reasonably require.

The post holder will be expected to travel between the Trust's sites, and to and from other places as the Trust may reasonably require. Overnight stays may also be a requirement. Evening and weekend working may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. To articulate and promote the vision, values, purpose and method of Ruskin Mill Trust during the recruitment process, communicating the desired expectations of staff as well as measurable impact that they have on the student journey as well as their own personal journey.
2. To work with the HEaRT team to lead develop, grow and role model collaboration within a learning community which looks to share good practice and support staff in diverse roles across the provision.
3. To support the HR Manager in responding to local and national needs and by reviewing and embedding changes to legislation and policy by working with the HEaRT team to refer staff to the Training, Qualification and CPD policy alongside the Trust pay and grading policy.
4. To ensure that recruiting managers have the resources of the materials to promote the vision, values purpose and method of Ruskin Mill Trust within the recruitment process.
5. To attend the college/school management team meetings and represent HR in the provision, ensuring that appropriate information is shared and respond to queries raised by the management team.
6. To provide advice and guidance to Managers on absence management ensuring compliance with respective policies and procedures, co-ordinate and attend sickness absence review meetings as the human resources representative and co-ordinate occupational health and welfare visits where appropriate.
7. To provide advice and support to managers with HR casework and restructuring activity across the college, schools and wider-Trust.
8. To work with the recruitment team to manage, co-ordinate and support recruitment and selection processes and procedures advising the line managers on workforce planning, and liaising with finance department to ensure that requests are in line with financial budgets.
9. To ensure HR operates within Care and Education Regulations, particularly with reference to Safer Recruitment practice and pre-employment vetting standards. Escalate any concerns immediately to management.
10. To manage and co-ordinate all recurring vetting checks for staff e.g. DBS maintaining up-to-date and accurate records as and when they occur and in accordance with Policy and Regulations. This includes all vetting requirements for agency and Bank workers.
11. Provide advice to managers and staff on contracts of employment, terms and conditions and the use of HR policies and procedures.
12. To co-ordinate and issue, appointment letters, contracts of employment, and changes to terms and conditions of employment.

13. Oversee the monitoring of the absence reporting system, escalating appropriate issues to your line manager.
14. To record all sickness and other absence to ensure that absence data is recorded on to a computerised Human Resources information system, file self-sickness forms and medical certificates, monitor the receipt of sickness returns and produce effective management information as required.
15. To draft and produce workforce information and reports as required by management and your line manager.
16. To co-ordinate and advise payroll of staff pay additions, amendments and deductions etc.
17. To provide advice on employee relations, and take the role of HR representative in investigations including conducting investigations as required, disciplinary and grievance management where appropriate.
18. To maintain and up-date a manual filing and computerised HR and payroll information systems ensuring the accurate recording of personal, employment, payroll and staffing information in order to maintain an accurate and compliant Single Central Record (SCR) and employment data at all times.
19. To keep up to date with developments in employment legislation and human resources good practice, knowledge sharing within the team to ensure the continuous development and improvement to the service offered. Identify and communicate the implications of any changes to legislation to management teams.
20. To work collaboratively with colleagues in the Department of Human Resources to produce a seamless service and advice function to the college, school, and wider-Trust.
21. To provide cover for colleagues within the HR team as required which may mean travelling to other sites across the Trust.
22. To fully utilise the use of information communications technology including the human resources database to achieve quality in all aspects of work undertaken.
23. Under the direction of your line manager to design and deliver HR training sessions in areas of human resources, line management and equality and diversity processes to enhance knowledge and skills within the management teams.
24. To make a major contribution to the development of Best Value within college and schools and the Trust.
25. To support the HR managers with HR project work, having responsibility for agreed work-streams.
26. To manage and co-ordinate all leavers information in accordance with payroll standards and policies, which includes exit interview information and preparation of reports for management.
27. Maintain the College's integrated HR and Payroll system in a suitably timely fashion, given payroll deadlines.
28. This job description is part of an on-going process of collaborative review and is likely to change over time.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of children and young people. To comply with all the policies and procedures of the Trust with particular attention to all Safeguarding Policies and Procedures.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff.
6. To work with children and young people as and when required e.g. at festival events or similar
7. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
8. To be responsible for the care and development for your working area.
9. To deliver training or development opportunities as required.
10. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
11. To attend meetings and supervision as required.
12. To undertake training and development as required by Sunfield, the Trust and the Hiram Education and Research (HEART) Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
13. To undertake work related continued professional development (CPD) as required by the post.
14. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
15. To undertake any other duties appropriate to this level of post, which will evolve, as the job progresses until the job description is reviewed.
16. To maintain confidentiality of personal and sensitive information at all times

Staff Management and Supervision

The Human Resources Advisor has no line management responsibilities for site-specific HR team although supervision of colleagues work will be required.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Human Resources Advisor

The following are the criteria that will be used for Shortlisting

Experience

Essential:

- Effective knowledge of employment legislation, contracts of employment, terms and conditions, policies and procedures and HR best practice and its practical application
- Evidence of managing casework in a complex organisation
- A flexible 'can do' attitude
- Good IT skills and experience of using HR systems
- Ability to manage use of time effectively and deal with conflicting priorities
- Ability to demonstrate high levels of discretion and confidentiality
- Ability to work under pressure and to tight deadlines
- Ability to present information to a variety of audiences
- Strong sense of professional pride and personal integrity
- Adaptable and shows initiative
- High level of personal resilience
- Good communication skills
- Experience of advising and providing support with HR casework
- Knowledge of the GDPR as it affects HR casework and HR generally

Desirable:

- CIPD qualified and registered with CIPD is desired but not essential.
- Experience in a similar type of establishment which has residential care along with education is desired
- Substantial experience of working with Single Central Records (SCR) and undertaking DBS checks and follow through of all vetting checks
- Experience of delivering training and other learning interventions
- Experience of delivering training for staff on HR issues relevant to this type of setting is desirable

Knowledge and Skills

Essential:

- Knowledge or willingness to learn about the vision, values, purpose and method of Ruskin Mill Trust in relation to the works of John Ruskin, William Morris and Rudolf Steiner

Desirable:

- Demonstrates a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Ruskin Mill Trust	Within first 2 weeks of employment	2 week programme
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 month of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 1 months of commencing role	2 hours
	Equality and Diversity	Within 1 months of commencing role	2 hours
	Craft activities as agreed with line manager	1 year	Variable
	Safer Recruitment	Within 1 month of commencing role	4 hours