



HR Advisor	
Reporting to:	HR Director
Working Hours:	Monday – Friday, 8.30am – 5pm
Salary:	Up to £32k
Position Code:	PC S5
Annual leave	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

To provide day-to-day generalist HR support through in-depth knowledge and understanding of the College's strategic objectives. Working proactively with managers and closely with the Senior HR Advisor, the post holder will support and implement strategies which select, develop, and retain the best staff to meet the College's objectives.

Duties and Responsibilities of the Job

a. Assisting the HR Director and Senior HR Advisor with generalist HR matters.
b. Working closely with departments, assisting the line managers in understanding, and implementing procedures and policies.
c. Regularly meeting College Managers to understand issues, opportunities, and new ways of working within their teams.
d. Recruiting staff through developing job descriptions and person specifications, preparing job adverts, advertising roles, checking application forms, shortlisting, interviewing, and selecting candidates.
e. Dealing with disciplinary and grievance procedures, as necessary. Attending formal meetings, taking notes, and advising managers on the processes to follow.
f. Working with College Managers to ensure that they and their teams are comfortable administering the appraisal framework and providing assistance where required.
g. Assisting and sometimes delivering training, including new staff inductions.
h. Providing confidential ad hoc advice and assistance to Plumpton College employees.
i. Managing sickness cases, liaising with Occupational Health, and assisting employees with return-to-work arrangements.

j. Assisting on HR projects as directed, embedding new initiatives, assisting with the implementation, and training workshops for new initiatives as required e.g., EDI and Mental Health.
k. Reviewing and developing HR policies to ensure they are legally compliant and recommending changes as when necessary.
l. Supporting succession planning strategies and identifying risks/ hard to replace roles.
m. Overseeing and developing the buddying process to ensure sufficient buddies across the College for all new starters.
n. Carrying out routine audits on Staff Single Central Record and other key HR systems.
o. Assisting HR colleagues as and when directed, especially during busy times.

Other responsibilities and duties

a. Comply with the College's Equality & Diversity and Safeguarding policies.
b. Evaluate, reflect on, and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD.
c. Adhere to the College Safety Policy, ensuring that appropriate safety standards are maintained during practical activities.
d. Participate in, and contribute to, activities involving the recruitment, marketing, and promotional activities on behalf of the College.
e. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the College Management Team.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Experience of supporting managers across a variety of departments at different levels in all aspects of HR and training.
b. Understanding and practical knowledge of employment law and employer best practice.
c. Organised and methodical approach to administration and record keeping.
d. Excellent IT Skills.
e. Educated to Level 3 as a minimum, ideally in Human Resources, Business administration or another relevant subject. Ideally working towards a Level 5 CIPD.
f. Level 2 qualification in English and Maths.

g. Good negotiating and influencing skills in implementing personnel policies.
h. Excellent written and verbal communication skills are essential.
i. Ability to research, evaluate, and analyse new HR techniques, methods, and procedures.
j. Ability to understand comprehensive information.
k. Able to work alone on a broad variety of projects.
l. Integrity and a friendly approach.

Desirable criteria
a. At least two years' experience of working in a generalist HR environment, to include administration of recruitment and training at all levels.
b. Working towards Level 5 CIPD.
c. Degree in business management, human resources management, psychology, or social administration from an accredited institution.
d. Knowledge of iTrent would be an advantage.
e. Experience of working with DBS/Safeguarding protocols would be an advantage.

CONDITIONS OF EMPLOYMENT

Working Hours

This is a full-time position and basic working hours are to be worked within the College day; from 0830hrs to 1700hrs Monday to Friday. Some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave full time entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave can be booked via iTrent from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.