

<b>Group Member:</b>		Luminate	
<b>Job Title:</b>		HR Advisor	
<b>Reports to:</b>		Senior Human Resources Business Partner	
<b>Job Grade</b>	B	<b>Department</b>	Human Resources and Organisational Development

### SPECIFIC ROLE RESPONSIBILITIES:

- Work collaboratively and consultatively across the Group to ensure the service proactively supports managers, employees and key stakeholders.
- Contribute towards service cross-functional projects and work streams.
- Improve and maintain internal relationships with Luminate Professional Services teams, such as Health & Safety, Estates, MIS, Finance, IT, Capital Projects and Student Recruitment and Marketing, Student Life and QTL.
- Contribute to and actively support the Wellbeing Strategy.
- Cultivate strong partnerships working with all internal and external stakeholders, including the Trade Unions, developing positive working relationships through effective engagement and communication.

### CORE RESPONSIBILITIES:

- Provide high-quality administrative support in relation to all operational HR and throughout all stages of the employee lifecycle, including new starters, staffing changes, contract administration, and leavers, plus family-friendly, flexible working and employee benefits. This includes management of HR/payroll systems.
- Responsible for providing guidance on operational HR activity, including but not limited to systems administration, contract administration, and onboarding.
- Support managers in an efficient, professional, customer-focussed and consistent way, providing first point of contact advice in relation to Resourcing/HR policies and procedures, contracts of employment, terms and conditions of employment.
- To participate in the regular review of working practices to ensure that policies and procedures remain effective and administratively robust.
- Support candidates with all pre-employment checks in line with the Group's statutory obligations in relation to Keeping Children Safe in Education.
- Ensure HR records are comprehensive and reliable, in accordance with statutory and Group requirements, with all data/information stored securely and confidentially in accordance with regulatory and audit requirements.
- Improve and maintain internal relationships with Luminate Professional Services teams, such as Health & Safety, Estates, MIS, Finance, IT, Capital Projects and Student Recruitment and Marketing, Student Life and QTL.

- Contribute to and actively support the Wellbeing Strategy.
- Cultivate strong partnerships working with all internal and external stakeholders, including the Trade Unions, developing positive working relationships through effective engagement and communication.
- Any other duties that are specific to the department
- Assistance in the preparation, support and participation of examinations and invigilation across the Group

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

##### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

##### **Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

##### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

##### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

##### **Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

##### **Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	HR Advisor
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. GCSE (or equivalent) in English & Maths at grade C or above	A / C
E	Q3. Appropriate professional HR qualification Level 3 or above or working towards (ie CIPD)	A / C
D	Q4. IT qualification (e.g. ECDL) or ability to demonstrate experience/knowledge of use of Microsoft Office Packages, including Word and Excel and Google packages	A
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Competent in the use of Microsoft Office (e.g. Word, Excel, PowerPoint) & Google Suite	A / T
E	EK2. Experience of liaising and working collaboratively with internal and external stakeholders, with the ability to develop highly effective working relationships at all levels	A / I
E	EK3. Ability to provide outstanding levels of customer service	A / I
E	EK4. Experience solving problems, understanding where to escalate and where to take immediate action to provide remedy.	I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload.	I
E	SC2. Excellent interpersonal, influencing and oral communication skills	I
E	SC3. Excellent, clear and concise written communication skills including the ability to draft reports, correspondence and minutes to a high standard of presentation and accuracy	A / I
E	SC4. Excellent initiative and professional judgement, with the ability to make independent decisions and effectively address problems and challenges	I
E	SC5. The ability to work calmly and professionally under considerable pressure, within a constantly changing environment, and to short deadlines without compromising quality and standards	I
E	SC6. The ability to deal with confidential and sensitive information and situations with diplomacy, discretion and tact	I
E	SC7. The ability to work effectively as a member of a team	A / I
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I