

Job description: People Operations Advisor

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| Status | Permanent |
| Base | North Kensington Centre <i>Post holder may be required to work across College sites and at other locations</i> |
| Salary | Circa £36,206 (Incl LWA) per annum |
| Hours of work (per week) | 36 hours per week |
| Reports to | People Operations Business Partner |
| Manager to | <i>n/a</i> |

ROLE PURPOSE

To support the Business Partners to provide a high quality, efficient and timely people service acting as first point of contact for all employee relations casework and advice; providing comprehensive reports to provide meaningful data to the Chief People Officer

MAIN ACCOUNTABILITIES

To take responsibility for full range of delegated casework, providing People Operations Team guidance and support on performance management, disciplinary, capability and grievance, sickness absence and capability issues Guide and support managers through formal processes, prepare papers and involvement in hearings and formal meetings / investigations as appropriate.

Advise managers and staff on all aspects of employment law, HR policy and processes, terms and conditions of employment, ensuring compliance with legal requirements and promoting good practice in all such matters. Escalation of more complex matters to Business Partners as appropriate.

Act as lead People Operations Team contact for all recruitment and onboarding work – working with managers to design job descriptions, apply a fair and transparent recruitment process and secure diversity of applicants so that our workforce reflects the communities we serve and advising on salary matters.

Provide all offer and contract documentation in a timely manner, ensuring that appropriate pre-employment checks have been carried out and liaising with IT and hiring managers and the successful candidate to determine an appropriate start date.

Implement changes to pay and terms and conditions of employment and disseminate information to employees in a timely and appropriate manner.

Assist in the implementation of whole college and local functional reviews including redundancies and redeployment.

Ensure that the organisational structure chart and establishment is maintained for allocated teams and functions

Support the provision of HR related management information – ensuring the HRIS / personnel files are up to date and accurate and providing reports on department people management as required.

Actively promote good practice in relation to all people matters, including actively participating in the review of HR processes

To actively promote equality, inclusivity and diversity in the operation and delivery of all services

To promote a positive organisation- wide culture that reflects the College's values.

The lists above are not intended to be exhaustive and the post holder will be required to undertake any duties commensurate with the role of POA

GENERAL COLLEGE RESPONSIBILITIES

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will work closely with People Operations Administrators,

Learning & Development team, People Ops Data & Systems Manager and stakeholders through their patch.

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

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| Job Title: | People Operations Advisor |
| Essential Criteria: | |
| <ul style="list-style-type: none">• CIPD level 5 qualification or suitable experience of working in an HR adviser capacity• Educated to at least GCSE level in English and Maths• Experience of and a successful track record of providing HR advice on employment matters to leaders and managers• Up to date knowledge and understanding of terms and conditions of employment, employment legislation and its practical application• In depth knowledge and understanding of employment policies, procedures and change management• Excellent communication skills. The ability to effectively listen, be sensitive to the needs of others, communicate verbally, deliver presentations and produce clear and concise written documents.• Experience of recruitment and selection, and ensuring diversity and inclusion is embedded in the approach taken.• Experience of using, Microsoft Office, Management Information systems and HR systems in a Human Resources environment.• Ability to collaborate, build effective and trusted relationships and lead and manage a team including managing work to tight deadline• Analytical skills with the ability to proactively solve problems and seek solutions.• Ability to influence and persuade others.• Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.• A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount | |
| Desirable Criteria | |
| <ul style="list-style-type: none">• Chartered member of the CIPD (MCIPD/FCIPD)• Ability to exercise sound judgement in decision making• Experience of working in the further or higher education sector. | |

October 2024