

Capel Manor College

Part-time HR Advisor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Part-time HR Advisor
Scale	Business and Learning Support
Grade	Scale 6 points 23-25
Responsible to	Head of Human Resources
Location	Enfield with requirement to travel to other sites
Contract	Part-time, Fixed-term

Key Responsibilities:

The key responsibility of the HR Advisor is to provide an effective HR service to staff and managers supporting them with general enquiries. The HR Advisor will also have specific responsibility for supporting employee relation casework and providing management training to deal with such issues. They will prepare routine, ad hoc and statutory reports. The HR Advisor will also support with other HR activities such as policy development, staff sickness management, and contractual changes.

Responsibilities:

1. Provide first-line HR advice to employees and managers via phone, email, and in-person queries, ensuring accuracy and consistency.
2. Advise on a range of employee relations (ER) matters, including absence, performance, probation, grievances, disciplinaries, and capability issues.
3. Case-manage low- to high-level ER cases, supporting investigations, hearings, and appeals, with clear documentation and objective note-taking.
4. Lead on complex ER issues, including redundancies and TUPE processes, ensuring legal compliance and effective communication throughout.
5. Identify ER trends to support continuous improvement in HR practices, policy development, and manager training.
6. Coach and support managers in handling performance management, team dynamics, and difficult conversations with confidence and care.
7. Deliver training to line managers on people management topics, building capability across the organisation.
8. Support the administration of exit interviews, pulse surveys, and staff satisfaction surveys, while actively promoting their completion.
9. Advise managers and staff on the interpretation and implementation of all HR policies and procedures.
10. Provide an advisory service to staff and managers for employee relations issues and case manage low level employee relations issues including probationary, disciplinary, grievances and capability matters, including investigations, hearings and appeals.
11. Support managers with the sickness absence process in accordance with the Sickness and Attendance Policy.
12. Participate on recruitment interview panels, where required.
13. Draft routine correspondence and employment paperwork, such as contractual changes.
14. Keep up to date in changes in employment legislation to inform changes on contracts, policies and procedures.
15. Undertake project work in relation to HR systems, policies and procedures.
16. Provide training to line managers on different aspects of people management, helping to build a more competent and confident management team.
17. Maintain confidentiality at all times and to work flexibly within the team.

Additional duties to cover on an occasional basis:

18. Produce and manage key HR reports, including the balanced scorecard, staffing reports, and statutory returns (e.g. FE Workforce Data, ONS, FOI).
19. Develop and maintain HR system reporting, workflows, and self-service functions.
20. Ensure accurate HR data management, including employee records, positions, and contractual

details.

21. Support pension scheme administration (LGPS and Teachers') and maintain the Single Central Record.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- A minimum of a Level 3 CIPD qualification would be advantageous

Experience

- Experience of working in an HR environment with a particular focus on Employee Relations
- Experience using iTrent and Business Objects would be advantageous

Skills, Abilities and Knowledge

- Effective IT skills and able to write and develop HR reports
- The ability to develop positive working relationships with individuals at all levels
- The ability to communicate effectively orally and in writing
- The ability to deal with complex Employee Relation cases
- The ability to analyse, interpret and present complex information
- The ability to work on own initiative and organise one's workload in a structured and organised way
- The ability to prioritise tasks and meet deadlines
- The ability to analyse and solve problems and exercise attention to detail
- An understanding of employment legislation
- The ability to work effectively as part of a team, supporting others as required
- The ability to deal with difficult issues in a sensitive and confident way

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required