



## **JOB DESCRIPTION - Closing Date - 1st September 2025**

**Job Title:** HR Adviser

**Hours:** Zero hours

**Salary :** NMW

**Responsible to:** Jenn Hodge

**Supervisory Responsibility:** None

**Main Purpose of Job:** To provide effective HR advice and support to Jenn Hodge and staff members as appropriate

**Main Duties :**

- Providing advice and support to the CEO to resolve people related issues and responding to any HR based queries that they have and managing their expectations
- Providing first line support in ER case queries and acting as the day to day point of contact for the CEO and staff members
- Maintaining ER policies and procedures, ensuring they are kept updated in line with latest employment legislation trends and ensuring on-site implementation. Ensuring that all HR matters are dealt with within the relevant timescales, and to provide written and verbal responses to ad hoc queries from the CEO and staff members as they arise.
- Developing/using HR information systems to access, input and compile data for key management information
- Monitor, analyse and report key HR metrics, such as staff turnover, sickness absence, disciplinary and maternity statistics
- Taking a hands-on approach to working alongside the CEO with various investigations, including capability, grievance and disciplinary cases, including performance management. This includes note taking and liaising with employment lawyers where required
- Ensure annual staff suitability self declarations are completed on an annual basis by staff working directly with young people

- Ensure annual Child Protection Training is completed and recorded for all staff members, volunteers and approved contractors
- Ensure staff absence is managed effectively through the timely completion of absence self certification forms and return to work meetings.
- Monitoring and improving long term sickness and absence cases and supporting the CEO to manage long term sickness cases
- Advising on stress risk assessments where necessary and supporting the CEO and staff members by holding meetings to discuss and agree an action plan and regularly reviewing the outcomes
- Monitoring high level frequent absence and instigating appropriate trigger conversations between the CEO and staff members to ensure their absence level is acceptable
- Managing staff member resignations, ensuring that the CEO has conducted the leaver process with the staff member and that exit interview feedback is received
- Supporting the CEO with recruitment processes - obtaining and checking references, assisting with shortlisting/interviewing, preparing offer letters/contracts in liaison with the CEO and ensuring all 'new starter' documentation completed.
- Supporting the employee lifecycle ensuring all stages are completed
- Managing the probation period where appropriate, ensuring regular meetings are carried out at initial stages of employment and that SMART objectives are set and reviewed accordingly
- Analysis of Exit Interviews: identifying trends or issues and providing recommendations where applicable
- Liaising with Payroll regarding matters relating to payroll changes (unpaid leave / increased hours and so on)
- Dealing with various HR queries throughout the business as required
- To maintain confidentiality and discretion at all times

This Job Description outlines the duties for the time being for this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility

### **Promoting Safeguarding and welfare of children and young persons**

- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of Rama Life
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with young persons needs as appropriate during the work day.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	<p>Proven experience of working in an HR Adviser or HR Generalist role in a similar working environment</p> <p>CIPD level 5 or equivalent</p> <p>Demonstrable IT skills and HR database knowledge and experience</p> <p>Relevant work experience within a school/ college environment (desirable)</p>	Application form/ interview
<b><u>Education &amp; Training</u></b>	Attainment of GCSE's or equivalent (educated to grade C or above in English and Mathematics)	Application form
<b><u>Special Knowledge &amp; Skills</u></b>	<p>Experience of ER cases such as performance management, wellbeing, disciplinaries, grievances, sickness &amp; absences</p> <p>Experience of UK employment law knowledge</p> <p>Demonstrable IT skills</p> <p>Demonstrable organisation, communication &amp; reporting skills</p> <p>Very good verbal, written and numerical skills</p> <p>Experience of note taking</p>	Application form/ interview

<u><b>Any Additional Factors</b></u>	Professional, tactful & sensitive  Discreet & confidential  Proactive with a can-do attitude  Ability to work on own initiative and within a team  Ability to work under strict deadlines and pressure  Flexible and adaptable approach	Interview
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Staff member name:

Date: