

SUTTON COLLEGE JOB DESCRIPTION

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| Role Title: | HR Advisor - Sutton College | | |
| Directorate: | Public Health & Wellbeing | Grade: | Grade 6 Scp 18 - 25-* £35,520 - £39,276* <i>*Unconsolidated pay point - performance related</i> |
| Post number: | NEW | Hours/weeks: | 36 hrs 52 weeks 1 FTE |
| Team: | HR | Base/location: | Sutton College - Onsite |
| Reports to: | Principal | | |
| Responsible for: | HR processes & systems , Recruitment & onboarding , iTrent and user guides, ER advice and guidance | | |
| Staff Management | None | | |
| Role and Context | | | |
| Overall Role Purpose: | <p>To actively deliver a professional Human Resources Advisory and Policy service to a range of identified customers to support them on complex HR issues, providing professional advice and guidance to support them in the day to day operational management of their services.</p> <p>To provide a business and solutions focused professional human resource advisory service to our customers, providing complex advice and guidance to support management at all levels (and employees where appropriate) on a wide range of operational people management issues.</p> <p>The role also ensures effective, efficient, and flexible service delivery in line with the College's Strategic Objectives and PRIDE values, particularly regarding human resources management. The post holder will ensure that services reflect staffing and employee needs, are of high quality, and are delivered in a timely manner.</p> <p>To provide an HR service that meets the needs of the College and the requirements of a diverse range of stakeholders, including: Governors, Senior Leadership team, Curriculum and corporate managers, teaching staff, students, regulatory bodies and partner organisations.</p> <p>To adhere to all HR policies and procedures that are in line with the council and followed within the College.</p> | | |
| Strategy | N/A | | |
| Implementation | | | |

The post holder will:

1. Employee Relations and Advisory Service

- Provide a professional HR advisory service, building strong working relationships at all levels, and sharing best practice.
- Provide consistent and appropriate complex advice and guidance to managers and employees on a wide range of operational people management issues, including:
 - *Employment terms and conditions (national, local, and service agreements).*
 - *Up-to-date employment legislation and best practice.*
 - *Grievance, disciplinary, absence management, staff capability, performance management, and related employment matters.*
 - *Policies such as Maternity, Paternity, and Shared Parental Leave.*
- Manage employee relations casework, including absence and sickness management, disciplinaries, capability, grievances, and dispute resolution.
- Support and advise managers on managing sickness and ensuring satisfactory outcomes , including working with Occupational Health and other professionals/experts as necessary.
- Support presenting officers on investigations where necessary, including preparation and collation of documentation and correspondence, or supporting managers at hearings.
- Take a lead in ensuring all casework is logged accurately and promptly, reporting on performance outcomes, and suggesting remedial action.
- Adhere to and provide sound advice on LBS HR policies and procedures in line with employment legislation and LBS guidance, initiating changes where necessary.
- Liaise with London Borough of Sutton (LBS) HR Business Partners regarding complex HR matters.
- Deliver necessary briefings, management workflows, and training sessions to better enable management and support managers to self-manage non-complex ER matters.
- Support the implementation of organisational change and any associated staff redeployment, transfer, or redundancy matters.

2. HR Operations, Administration & Recruitment

- Oversee the end-to-end recruitment process by contributing to job descriptions, managing advertising, being part of interview panels, overseeing pre-employment checks, and providing advice to appointing managers.
- Ensure all required pre-employment checks, including Disclosure and Barring Service (DBS) checks, are completed and documented before staff begin employment.
- Ensure staff onboarding is managed effectively, covering new starter inductions, completion of necessary HR forms, and coordinating with departments.
- Liaise with the borough HR service (LBS) to issue employment contracts and terms & conditions to all staff, and maintain the relevant databases of sessional contracts.
- Ensure probationary and performance reviews are carried out in a timely manner and recorded by line managers.
- Manage the Human Resources (HR) tasks and ensure administrative processes are carried out in a timely manner.
- Process and respond effectively and efficiently to all communication enquiries from all employees and external stakeholders.
- Take accurate minutes in meetings (e.g., disciplinary, grievance, HR project meetings) and circulate them promptly to relevant parties while ensuring confidentiality.

3. Data Management and Compliance

- Oversee, update, and maintain accurate HR data and records on UNITE and iTrent , carrying out regular checks and producing reports for relevant stakeholders as required.
- Produce and check payroll reports, adhering to the monthly deadlines, and liaise with the relevant HR team and payroll provider to ensure all payroll data and records are accurate.
- Ensure all DBS certificates and clearances are tracked and the Single Central Register (SCR) is updated on a regular basis, ensuring compliance with statutory requirements.

Main Duties & Accountabilities

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| | <ul style="list-style-type: none"> Provide regular reports from systems and databases on progress updates, levels of work, and individual caseloads, to help monitor performance and support decision making on resource allocation. Keep abreast with developments in HR, including data protection legislation, and ensure statutory, regulatory, and key operational issues are adhered to. Maintain and update the online staff and management handbooks (eGuides). Ensure confidentiality is maintained across all HR activities, records, and communications |
| <p>College Accountabilities *All staff</p> | <ul style="list-style-type: none"> To be responsible for Health & Safety issues in all areas of own work within the guidelines stated in the College Health & Safety policy. To take responsibility for own professional development in consultation with Line Manager, and be proactive and willing to invest in own development subject to the availability of appropriate resources and job/organisational requirements. To participate in the College continuous review (appraisal) scheme and work towards achievement and/or exceeding of targets set - including carrying out the formal appraisal of staff where appropriate. To carry out all duties and responsibilities in accordance with all College Policies and procedures inclusive of Equal Opportunities, Safeguarding and Data Protection, core values, behaviours, maintenance of confidentiality and other relevant procedures. To be a proactive and effective team member working flexibly and efficiently toward the achievements of the department targets leading to the overall College strategic targets. To undertake any other such duties as may be reasonably required by the line Manager or his/her delegated deputy. Support the improvement , growth and sustainability of the College. |

Person Specification

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| Qualifications & Experience | <i>Method of candidate assessment:</i> A = Application form I = Interview T = Test | A I - T |
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| Mandatory qualifications: | A. Level 2 (GCSE or equivalent) qualifications in English and mathematics B. L5 CIPD qualification in HR or currently working towards this | A |
| Desirable Qualifications | C. Level 3 (or above) certification in safeguarding D. Level 3 Business Admin qualification or similar | A |

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| Professional Experience | <ul style="list-style-type: none"> E. A detailed and up-to-date knowledge and understanding of employment legislation, HR policy and procedures and experience of interpreting and applying this to inform HR policy and support the business. F. Significant experience of advising managers through change processes and on employee relations issues and investigations, with an understanding of the business and implications involved, then of providing practical HR support. G. Experience of providing and delivering a range of successful HR interventions within a large organisation, to a range of services and audiences at all levels. H. Extensive experience of working in a general administrative environment I. An up-to-date understanding of HR and industry trends and best practice, to inform analysis, review and advice to management on operations and services. J. Experience of working in post-16 educational organisations. K. Experience of working in a public sector HR environment L. Experience of using a range of HR related IT software systems M. Experience of dealing effectively with a wide range of internal and external customers, with evidence of providing high quality customer service. | A/I A/I/ T A/I/ T |
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| Person Specification | | A - I - T |
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| Knowledge, Skill & Competencies | <i>Method of candidate assessment:</i> A = Application form I = Interview T = Test | |
| Knowledge, Skill & Competencies | <ul style="list-style-type: none"> N. Working knowledge of employment legislation and its application in employee relations cases O. Demonstrable analytical skills with an ability to focus, co-ordinate and synthesise data/information and make sound decisions based on information to deliver effective results P. Ability to advise and guide management to maximise effective and efficient performance, balance risks; drive change and support delivery of outcomes. Q. Knowledge of iTrent or similar R. Ability to input and manipulate data accurately and maintain databases S. Ability to problem solve, use initiative and conclude an enquiry with minimum supervision T. Able to respect and maintain high level of confidentiality in relation to data and sensitive information U. The ability to communicate effectively with a wide range of audiences. V. Strong organisational skills with an ability to manage a varied workload and meet deadlines. W. Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office, Google Drive and management information systems. X. Excellent communication skills including the ability to give and receive information/advice effectively to a wide range of audiences. | A/I/ /T A/I/ T A/I/ T I/T A/I/ T |

| Person Specification | | A - I - T |
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| Personal attributes – All college staff | <i>Method of candidate assessment:</i> A = Application form I = Interview T = Test | |

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| Personal attributes | <p>Y. Ability to maintain confidentiality, act with integrity, uphold ethical values, including social responsibility, equality, diversity and inclusion in line with the College PRIDE values.</p> <p>Z. Can demonstrate a commitment to safeguarding and PREVENT duty.</p> <p>AA. Commitment to own learning and development, with evidence of CPD.</p> <p>BB. Excellent interpersonal skills.</p> <p>CC. Commitment to teamwork, ability to work flexibly and under pressure.</p> <p>DD. An excellent team player with a willingness to contribute to the development of the College.</p> | A/I A/I A/I I A/I/ T A/I |
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| Safeguarding Disclosure and Barring Service | Enhanced DBS required and any employee of the College are required to sign up to the update service |
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All job descriptions are subject to regular review/updates as necessary for the role.

TO BE COMPLETED BY THE JOB HOLDER:

I agree the above job description:

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| Signature Job holder: | | Date: | |
| Name of Job Holder: | | | |

TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO:

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| Signature Line Manager: | | Date: | |
| Job title: | | | |