



STONYHURST COLLEGE

Job Description

Job Title: HR Advisor
Department: Human Resources
Responsible to: HR Director

Job Overview

The Human Resources Department provides a cross campus service for Stonyhurst College and Stonyhurst St. Mary's Hall. There are around 450 staff working on campus and on the estate, employed in a wide range of roles including academic, support, administration, catering, domestic, technical services, maintenance and grounds.

The Departmental lead is the Human Resources Director and the team comprises of two HR Officers and a Payroll Officer. The post of HR Advisor is an excellent opportunity for an experienced HR professional to play a significant role in the further development of the HR function at Stonyhurst, over-seeing effective day-to-day operations and supporting the delivery of a professional, fair and cohesive HR function.

Key Tasks & Responsibilities

To act as the first point of contact for staff and managers, providing the necessary professional expertise and support to ensure measured and relevant advice is given, in line with Stonyhurst policy.

Work collaboratively with managers/departments regarding absence management, recruitment, grievance/disciplinary and professional development and issue all relevant documentation.

Strategic/Compliance

- Monitor and evaluate current practices and work with the HR Director to improve the effectiveness of the HR function.
- Assist with the implementation of Stonyhurst's HR strategy.
- Implement any legislation changes in a sensitive and just manner.
- Provide professional, accurate and relevant advice.
- Stay abreast of changes in employment legislation, HR best practice and School, Inspectorate requirements. Keep continued Professional development up to date.
- Manage the employee relations processes, in line with legislation and school policy, seek clarification or further advise when necessary.

- Maintain recruitment procedures ensuring the Safeguarding of pupils (including contributing to the maintenance of the single central register).
- Ensure that the schools Employment Policies are up to date, effective and accessible.
- Respect the confidential and sensitive nature that falls within the remit of the role.

Recruitment and selection

- Act as the first point of contact for staff and managers, providing advice and guidance on ER issues in line with Stonyhurst Recruitment policy.
- Oversee and facilitate the smooth running of the recruitment process from start to finish, ensuring compliance and clear communication throughout.
- Work closely with the HR Officers to ensure the processes are conducted in a timely and efficient way.
- Organise and deliver staff inductions.

Absence Management/Welfare

- Develop management information reporting on HR Data relating to sickness absence, retention and turnover and statutory training requirements.
- Coordination and recording of holiday entitlement/annual leave cross campus.
- Liaise with HR Director on Occupational Health and pre-employment medical processes.
- Compile long-term absence data, plan reviews and conduct welfare meetings, provide advice to managers regarding actions required.

Other

- Processing of HR related aspects of iSAMS or other campus management information system.
- Work closely and support the Payroll Officer with processing changes, setting up new employees and regular monthly activity.
- Contribute to the development and delivery of bitesize management training, production of personal development plans and training needs analysis for all areas.
- Maintenance of all statutory training records ensuring compliance, in particular Safer Recruitment in Education and Inductions.
- Develop and deliver the onboarding process for all new staff.
- Provision of support for the HR Director in all areas of operational HR activity

Personal Qualities/Skills

- Excellent verbal and written communication skills.
- Working collaboratively with the team, providing support and help when required.
- To have a confident, but also warm and welcoming manner.
- To be fair, empathetic and sensitive.
- To have a genuine interest in people and in providing a high quality, professional HR service to all Stonyhurst employees.
- To be flexible and adaptable to the operational needs of the HR Department and the College as a whole.
- Work to tight deadlines, prioritising work and delegating accordingly.
- An excellent level of ICT competence including experience of using Excel, Word and Microsoft Outlook. An ability to use and adapt to different HR systems.
- Punctual, honest and polite.

Qualifications/Experience

- Hold or be working towards CIPD qualifications, ideally Level 5 or higher.
- Experience of working as a HR Advisor or similar role in a generalist environment in either the private or public sector.
- Experience of working in an educational setting would be desirable but not essential.

General Information

- This is a full time, full year post. The regular working week will be based upon 37.5 hours
- The College is committed to the professional development of staff and will provide and support training opportunities as appropriate.

Stonyhurst and Stonyhurst St. Mary's Hall are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check.