

## **JOB DESCRIPTION: HR Advisor**

<b>JOB TITLE:</b>	HR Advisor
<b>SALARY:</b>	£36,070 per annum
<b>BENEFITS:</b>	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Season ticket or bicycle purchase loan scheme. EAP, Flexible Working, CIPD membership fees paid.
<b>HOURS:</b>	37.5 Hours per week. Monday to Friday 8.30am to 5.00pm with a one hour lunch break.
<b>HOLIDAYS:</b>	25 days plus bank holidays
<b>CONTRACT:</b>	Permanent.
<b>REPORTS TO:</b>	Head of HR.
<b>LOCATION:</b>	Hybrid. 3 days a week across our services in Wandsworth, Hammersmith, and Bromley, and our Charity office in Roehampton. 2 days per week working from home.

### **About BeyondAutism**

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

### **JOB SUMMARY**

You will act as a trusted HR Partner and Advisor to our middle leaders within our services. You will provide a professional, efficient and effective HR advisory service to the Heads of Service and middle leaders across BeyondAutism. The focus will be on managing Employee Relations casework, developing work and succession plans with the line managers in our services, and supporting the Head of HR with organisation design.

You will work regularly across a wide range of areas, such as performance management, policy development and implementation, change management, and retention programmes. You will work

closely with our broader HR team (Talent Development and Recruitment) to deliver cyclical activities and our HR strategic objectives.

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## MAIN DUTIES AND RESPONSIBILITIES

### HR Advisory

- Being the first point of contact and providing advice and guidance to school line managers and employees on HR issues, employment legislation, policies and procedures, referring requests for advice on complex employment matters to the HRD.
- Provide support to line managers as required for employee relations cases, in particular, minute taking and ensuring compliance to good practice and BeyondAutism policies.
- Provide support for the performance management system ensuring that it is completed on time each year and outputs are used to inform the talent and career development procedures.

### Procedures

- To assist with the drafting and development of new policies and procedures and the updating of current policies & procedures.
- Advise our managers and staff on relevant benefits and accessing EAP support.
- Support the recruitment activity led by the Resourcing Advisor as required by the HRD, participating in selection interviews and events.
- To work with the HR Administrator and Data Lead to help prepare analysis, reports and insight to improve the organisations performance.

### Payroll preparation and benefits

- Provision of accurate and timely staff information to the Head of HR and Finance Director. Liaise with finance on absence payments.
- Support the salary and benefits review process, administering any pay changes following appraisals.
- Manage the organisational and statutory benefits, including Maternity / Paternity / SSP.

### Employee Support

- Work across our schools and sixth form within South London.
- Providing advice and guidance to staff on HR issues, employment legislation, policies and procedures, referring requests for advice on complex employment matters to the Head of HR.
- Provide support as required for employee relations cases, in particular, minute taking.

- Provide support for the performance management system, including logging training needs with the HR Talent Development Manager.
- Giving staff information on employee benefits and pensions in conjunction with the Financial Controller.
- Liaise with Occupational Health where necessary.

### Absence Monitoring and other reporting

- To monitor staff absences and provide regular reports for action by line managers.
- To advise on and administer planned absences such as maternity/paternity leave.
- To provide reports as required on employee absence statistics.
- To support the preparation of the monthly HR report.

### General HR Administration

- To be familiar with and ensure compliance with the requirements of Safeguarding Children and Safer Recruitment, DfES, including attending training as required.
- Support the HR Administrator with any data requests or updates required to maintain the HR database system and other electronic and paper-based filing systems.

### General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism
- To safeguard children at all times
- To undertake training as required
- Assist with other work, events and projects as needed.
- Any other duties that the HRD may reasonably require.

### Additional Training Provided

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- Mental Health First Aider.
- Safer Recruitment
- To undertake professional training to gain membership of the Chartered Institute of Personnel & Development.

December 2022