



HIGH  
SPEED  
RAIL

NATIONAL COLLEGE FOR  
HIGH SPEED RAIL

JOB DESCRIPTION

Job title: HR Advisor

<b>Job title:</b>	HR Advisor
<b>Salary</b>	c £25,000 depending on experience
<b>Location:</b>	Birmingham (Lister Street, Aston) OR Doncaster (Carolina Way) With regular travel between the 2 sites
The location, hours of work and duties could be varied according to the needs of the service.	

### 1. Context

The National College for High Speed Rail is a brand new incorporated FE College that has been established to train the next generation of the rail workforce. Covering the breadth of the rail industry from design to people experience, construction, maintenance and operations, the college will train learners from the age of 18 in Higher Apprenticeships and an HNC equivalent. Learners who have attended the National College will gain skills that enable UK employers to support the development and running of HS2 and future high speed rail projects at home and around the world.

The college's vision is to *pioneer technical excellence*, setting new standards for collaboration and diversity in what will be a major growth industry for the UK in future years. We opened to students in September 2017, with two main hub sites in Birmingham and Doncaster and a network of 'spokes' via partner arrangements across the UK. Being involved at the beginning of this exciting journey we are able to offer you a unique opportunity to work in a dynamic environment with the College growing and evolving, providing excellent opportunities for career development and the scope to influence the future of the further education sector.

### 2. Job purpose

You will be responsible for supporting the Head of HR with all operational day-to-day HR activities including, but not limited to, the end to end recruitment process, the successful onboarding of new staff and the efficient administration of other HR processes in a rapidly expanding organisation. You will contribute to the development of HR policies and systems and provide expert advice and guidance across all aspects of the employee life cycle

### 3. Reporting relationships

Reports to Head of Human Resources

Responsible for apprentice HR Assistant

#### 4. Accountabilities

- To provide 'first-line' advice to line managers and staff in the application of HR policies and procedures, including but not limited to recruitment, probation, right to work, annual leave, sickness, appraisal and performance management
- To provide HR support and coaching to line managers on staff disciplinary, capability and grievance matters (escalating more complex issues to the Head of HR)
- To manage all aspects of recruitment activity for staff including liaison with agencies and sitting on interview panels as required
- To assist line managers in compiling job descriptions, person specifications, adverts and interview questions
- To ensure completion of appropriate pre-employment and vetting checks and induction arrangements
- To prepare and issue contracts of employment and contract amendments.
- To carry out exit interviews, recording the data and interpreting that data to find any trends.
- To be responsible for statistical returns and the analysis of key performance data such as sickness or turnover data, interpreting that data to find any trends
- To process HR transactional activities including starter/leavers and payroll matters and ensuring timely and accurate submissions to payroll
- To develop and implement new HR systems to provide an efficient and effective HR service
- To assist the Head of HR with the development and updating of HR policies and procedures
- To undertake ad hoc project work as required
- To manage HR documentation confidentially and in-line with the General Data Protection Regulations, maintaining integrity of electronic/hard copy files and document storage and complying with audit requests.
- To manage the apprentice HR assistant

#### 5. Other

- You are liable to undertake such other duties as may be reasonably be required of you commensurate with your role at your initial place of work or at any other college site.

- The College aspires to be rated as *Outstanding* by Ofsted and for our customers to receive excellent customer service in their interactions with the College. All staff members are expected to contribute to this aspiration.
- The college is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Person specification

This person specification lists the competencies expected

(E = Essential criteria, D = Desirable criteria)

Sections			
	Skills, knowledge and aptitudes	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Excellent MS Office skills including Word, Excel, and PowerPoint</li> <li>• Excellent organisation skills and attention to detail</li> <li>• Ability to build and manage relationships as well as giving advice to internal and external stakeholders.</li> <li>• Good understanding of HR best practice and employment</li> <li>• Up to date knowledge of employment law</li> <li>• Ability to work with data, analysing trends and producing reports</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
	Experience	<ul style="list-style-type: none"> <li>• Experience of working as an HR advisor</li> <li>• Ability to work both independently and as part of a team</li> <li>• Ability to manage and prioritise a varied workload under pressure</li> <li>• Previous involvement in a newly established, start up or rapidly growing organisation</li> <li>• Experience of developing and implementing new policies</li> <li>• Experience of developing/improving HR systems</li> <li>• Experience of supervision/line management</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
	Qualifications and Training	<ul style="list-style-type: none"> <li>• CIPD accreditation</li> <li>• Evidence of continuous professional development in the area of HR</li> </ul>	<p>E</p> <p>E</p>

		<ul style="list-style-type: none"> <li>English and Maths GCSE at C or above</li> <li>Level 4/5 qualification</li> </ul>	E D
	Personal attributes	<ul style="list-style-type: none"> <li>A high level of personal integrity demonstrating respect and empathy for others</li> <li>Ability to work with discretion at all times</li> </ul>	E E
	Special requirements	<ul style="list-style-type: none"> <li>Able to travel independently between college sites and other external venues</li> <li>NCHSR is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so.</li> </ul>	E E