

## Job Description

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**Job title: People Advisor (HR)**

**Reports to: Deputy Director (People) East/West**

**Location: Trust Head Office - Central People Services Team**

### Job purpose

The People Advisor plays a crucial role in delivering professional HR support and guidance across Leigh Academies Trust. As a progression from the People Officer role, this position requires a greater level of autonomy and expertise, ensuring HR processes are compliant, people-centred, and aligned with the One LAT vision of operational excellence.

The role is aligned with the Goals & Journeys framework, contributing to recruitment and onboarding, payroll and compliance, performance development, and employee wellbeing. By ensuring HR processes are both operationally effective and people-focused, this role helps create a positive employee experience across the Trust. Working closely with People Partners, the People Advisor provides first-line HR advice, supports case management, analyses workforce trends, and ensures Trust-wide HR policies and procedures are consistently applied.

### Shared responsibilities

All members of the People Services team contribute to shared responsibilities that uphold the OneLAT ethos of collaboration, operational excellence, and continuous improvement. Regardless of individual roles, everyone plays a part in enhancing the employee experience and supporting the Trust's strategic priorities.

As a People Advisor, you will actively support:

- **Data Management & Compliance** – Ensuring accuracy, confidentiality, and GDPR compliance in all HR processes.
- **Equality, Diversity & Inclusion (EDI)** – Promoting an inclusive and supportive workplace where all employees feel valued.
- **Digital Workplace & Innovation** – Using HR systems effectively and supporting process improvements to enhance efficiency.
- **Communication & Collaboration** – Working closely with colleagues in Central Services and our key stakeholders to ensure a consistent and seamless HR service.
- **HR Policies & Procedures** – Knowing where to access key policies and directing staff and managers to the appropriate resources when needed.

These responsibilities underpin the delivery of an excellent HR service, ensuring every interaction supports the Trust's commitment to its people.

## Main duties and responsibilities

### 1. People Administration & Operational Excellence

- Act as the first point of contact for HR queries, providing expert advice and guidance to employees and managers on HR policies, processes, and employment-related matters via Halo (helpdesk system), phone, and email.
- Support the management of workforce data, ensuring iTrent records are up to date compliant with GDPR, and aligned with Trust policies.
- Produce workforce reports to identify trends in absence, turnover, and contract changes ensuring People Partners have accurate data for decision-making.
- Review and process contractual amendments, ensuring payroll is notified and all changes are recorded accurately.
- Identify and support process improvements, ensuring greater efficiency and consistency across People Services.

### 2. Recruitment & Onboarding

- Facilitate internal moves, ensuring promotions, academy transfers, changes are managed efficiently and accurately reflected in iTrent.
- Keep employee records up to date in iTrent, ensuring all changes are processed correctly and in line with Trust policies.
- Assist with the offboarding process for non-voluntary leavers, ensuring leave documentation is completed and all necessary system updates are made efficiently.

### 3. Payroll, Compliance & HR Records

- Process payroll-related changes in iTrent, ensuring salary adjustments, contract updates, and other changes are recorded accurately and on time.
- Administer staff promotions, role transitions, and inter-academy transfers in iTrent, ensuring changes are actioned efficiently and correctly reflected in employee records.
- Ensure HR records are accurate and compliant, keeping data current, aligned with GDPR, and in line with Trust policies.

### 4. Employee Wellbeing & Experience

- Champion a human-centred approach to HR processes, ensuring all interactions with People Services are supportive, efficient, and people-focused.
- Support the administration of flexible working requests and family leave, ensuring compliance with policy and providing clear guidance to managers and employees.

- Assist in delivering wellbeing initiatives by helping to coordinate activities that promote staff wellbeing, maintaining up-to-date information on available support services, and signposting employees to the right resources, such as the Employee Assistance Programme (EAP) or mental health support.
- Promote staff recognition initiatives by being familiar with key programmes such as LAT Moments and encouraging engagement with Viva Engage to celebrate successes across the Trust.

## **5. Dispute Resolution & Change Management Support**

- Advise on employee relations casework, including grievances, disciplinaries, capability, and absence management, ensuring cases are handled efficiently and in line with Trust policies and employment law.
- Advise line managers on best practice, helping them navigate HR processes while ensuring compliance with employment law and Trust policies.
- Prepare and review case documentation, including investigation reports, disciplinary paperwork, and case tracking records.
- Support the chair of any formal meetings relating to employee relations casework.
- Analyse absence reports, identifying patterns and trends, and supporting interventions to improve attendance and employee wellbeing.
- Take minutes in formal HR meetings, ensuring confidentiality, accuracy, and compliance with Trust and legal requirements.
- Provide support in change management processes, including restructures and TUPE transfers, ensuring effective communication and administration.

## **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

## Person Specification

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- You are a confident HR professional who can apply HR knowledge to provide sound advice and guidance while maintaining a people-first approach. You are proactive, organised, and solutions-focused, ensuring HR operations run smoothly across the Trust.
- Customer-Focused Approach – Delivering a high-quality and responsive HR service to employees and managers.
- Attention to Detail – Ensuring accuracy in payroll, compliance, and HR record-keeping.
- Strong Organisational Skills – Managing multiple cases, prioritising effectively, and meeting deadlines.
- Confident Communicator – Able to engage professionally with colleagues at all levels, providing clear and practical HR advice.
- Collaborative Working – Partnering with People Partners, Recruitment, Payroll, Learning & Development, and Employee Relations to ensure a joined-up HR service.
- HR Knowledge & Problem-Solving – Applying up-to-date HR knowledge to resolve queries, support managers, and improve processes.
- Professionalism & Confidentiality – Handling sensitive HR matters with discretion, ensuring compliance with data protection and safeguarding policies.