



**Ambitious
about Autism**

People Advisor

Job description, 2024

Contents

Contents	1
Job description	2
Person specification	4
How to apply	5

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Job description

Job title	People Advisor	Team	People
Job band	£30,309 - £34,819 (depending on skills and experience)	Reporting to	People Manager
Hours	35 hours per week, 9am-5pm. Hybrid working.	Line manages	N/A

Approved by: Director of People and Culture

Updated: July 2024

Role purpose

This role will support managers and staff with advice on ways of working, implementation of employment policies and enabling effective people management across Ambitious through supporting employee relations case work. The role will also ensure that all variations to contracts impacting terms and conditions of employment and pay are written accurately and communicated to staff and saved within their file for audit purposes.

Key accountabilities and dimensions:

- Provide a customer focused People advice service to all employees across Ambitious.
- Support managers with employee relations issues that arise such as investigations, grievances, disciplinaries, absence management and supporting mediation if appropriate.
- Support managers with absence/health issues including making occupational health referrals and follow up and assisting managers through the capability process.
- Support managers on managing performance issues including coaching and facilitating performance improvement plans.
- Responsible for keeping key documents / forms up to date with legislation changes and best practice.
- Prepare HR related documentation and support administration ensuring records are kept securely, confidentially, and up to date.
- Respond to general employee enquiries in a timely manner.
- Update the ER case tracker providing reports to management teams.
- Promote good employee engagement by developing effective relationships across the organization.
- Liaise with the Payroll and Benefits Officer to ensure any changes to payroll are processed on time.
- Support the People Manager on any employee engagement activity with employees, bank workers and volunteers.
- Support project work with colleagues in the People Team such as reward, staff engagement, staff survey, staff wellbeing initiatives, EDI initiatives and learning organisational development interventions.
- Support the delivery of people related training and coaching to colleagues on HR matters as required.
- Ensuring all hardcopy and electronic materials containing confidential information are securely stored and accessible only to those authorized to view such content.
- Support ensuring that all employee files are kept updated, in good order and as per

Data Protection and Data Retention requirements and mandatory requirements such as OFSTED and CQC.

- Ensure that all variations to contracts that impact on pay and benefits are processed, accurately ensuring the appropriate contract clauses are captured and clearly communicated to staff in writing.
- Ensure contractual letters are sent in a timely manner clearly setting out any changes to employee terms and conditions arising from internal changes, such as, but not limited to promotion, flexible working agreement, changes of hours, pay increases, extended terms of employment, additional temporary duties.

Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

The role description is not an exhaustive list. The post holder may be required to undertake other duties commensurate with the role as requested and agreed with their line manager.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Degree qualified or equivalent experience	X
2. CIPD qualified or currently studying towards a CIPD qualification or demonstrable equivalent ER experience	X
3. Demonstrable experience of providing advice to managers and staff on HR related matters	X
4. Problem analysis and solving skills	X
5. Excellent IT skills (Microsoft Word, PowerPoint, Excel, Outlook, Internet Explorer, MS Teams)	X
6. Strong knowledge of ER case work, current employment law and HR best practice	X
7. Adaptable and empathetic with good influencing skills	X
8. Ability to build strong relationships with multiple stakeholders with an ability to be sensitive, diplomatic and tactful when required.	X
9. Ability to deal with confidentiality in a discreet and professional manner	X
10. Excellent communication skills, both written and verbal with an ability to present	X
11. Good working knowledge of health and safety in the workplace and the Equality Act 2010	X
12. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
Personal attributes	
13. A team player with a flexible and positive approach to work	X
14. Committed to personal development	X
15. Willing and able to travel to different sites	X
16. Strong organisational and attention to detail skills	X
17. Reliable with excellent attention to detail	X
18. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	Wednesday 24th July 2024
Candidates informed of outcome of application	Friday 26th July 2024
Interviews (these will be conducted online via Teams)	Wednesday 31st July and/or Friday 2nd August 2024

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk.

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.