

Job Description

Job Title:	HR Adviser/Data Protection Officer
FTE:	Full time 52 Weeks (including statutory holiday to be taken by arrangement in school holiday time)
Reports To:	HR Director
Location:	Trust HQ in Edgware

Avanti Services Limited supports the Avanti Schools Trust which is a fast-growing Multi Academy Trust currently running five schools based in London and a sixth in the midlands. We also have two further schools approved for opening. All Avanti schools provide pupils with an outstanding education rooted in the inclusive and distinctive Avanti Schools ethos of educational excellence, character development and spiritual insight. This role will be based in the Trust Head Office and will be supporting the HR team.

JOB PURPOSE

To provide HR support in an advisory capacity across multiple sites, acting as a point of contact to the schools and external contacts, maintaining confidentiality and respect whilst adhering to policies, procedures and regulatory framework. As the DPO to be responsible for monitoring compliance with current data protection law and provide support to schools and central AST Team. To oversee the school's data protection processes and advise the school on best practice.

Key Responsibilities (HR)

- Provide timely advice on HR issues in relation to absence management, disciplinaries, grievances, case work, performance management and probationary management to ensure compliance with legislation and HR policies and procedures.
- Advise, support and coach managers on the interpretation and application of policies, processes and procedures, ensuring these are applied fairly and consistently
- Recommend appropriate courses of action in line with best practice, policies, employment legislation and relevant regulatory frameworks
- Provide advice and support to managers in change management activities such as redundancy, TUPE and other organisational change situations attending homes/schools if appropriate ensuring correct information and consultation processes are followed.
- Ensure accurate records are maintained so that appropriate information is available to support any present or future decisions/challenges in relation to HR and other matters.
- Collate and provide management information on sickness absence, turnover, discipline, grievances and performance capability to directors, senior managers and

other managers to ensure that the HR business matters are managed and/or resolved as quickly as possible.

- Work as part of the team to review, maintain and issue policy documents, handbooks, contracts of employment, and role profiles so that they are up to date with current legislation and HR best practice.
- Manage and prioritise a varied employee relations caseload, working to tight timescales.
- Take all reasonable steps to ensure appropriate confidentiality but always having regard to safeguarding responsibilities and to keep the schools compliant with data protection law.
- Undertake other duties appropriate to your post and/or hours of work and as specified by to assist in ensuring the business goals are met.

Key Responsibilities (DPO)

- Advise the school/Trust and its employees about their obligations under current data protection law, including the General Data Protection Regulation (GDPR).
- Develop an in-depth understanding of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures
- Monitor the school's compliance with data protection law, by:
 - Collecting information to identify data processing activities,
 - Analysing and checking the compliance of data processing activities
 - Informing, advising and issuing recommendations to the school
 - Ensuring they remain an expert in data protection issues and changes to the law, attending relevant training as appropriate.
- Ensure the school's policies are followed, through:
 - Assigning responsibilities to individuals
 - Awareness-raising activities
 - Co-ordinating staff training
 - Conducting internal data protection audits
- Advise on and assist the school with carrying out data protection impact assessments, if necessary
- Act as a point of contact for the Information Commissioner's Office (ICO), assisting and consulting it where necessary, including:
 - Helping the ICO to access documents and information
 - Seeking advice on data protection issues
- Act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including:
 - Responding to subject access requests
 - Responding to other requests regarding individuals' rights over their data and how it is used
- Take a risk-based approach to data protection, including:
 - Prioritising the higher-risk areas of data protection and focusing mostly on these
- Advise the schools if/when they should conduct an audit, which areas staff need training in, and what the DPO role should involve
- Report to the board on the school's data protection compliance and associated risks

Person Specification

	Essential	Desirable
Educated to "degree Level or equivalent	X	
CIPD qualified at least level 6 (or equivalent proven level of experience)	X	
Relevant data protection qualification		X
Meticulous attention to detail	X	
Previous experience of managing data protection compliance and legislation, particularly responding to subject access requests	X	
Experience of supporting managers in all areas of People matters including employment offers, People policies, performance improvement, disciplinary & grievance, absence & sickness, variation of terms, termination of employment and recruitment, etc.;	X	
Previous experience working at HR Advisor / Officer level in a generalist role		X
Knowledge of data protection law (the GDPR and Data Protection Act 1998), information security and data processing principles and good practice	X	
Sound working knowledge and understanding of UK employment legislation	X	
Able to work effectively on own initiative and within limits of own professional boundaries and knowledge	X	
Demonstrates a calm and professional approach to sensitive and/or in contentious people issues	X	
A good understanding of the principles of Safer Recruitment and Equality and Diversity as relevant to the needs of the post	X	
Experienced in prioritising varied and conflicting work demands and able to work under pressure	X	
Excellent written and oral communication skills	X	
Approachable and confident in dealing with a wide variety of people	X	
Competent in the use of HR systems and Microsoft office in particular excel and word	X	
Good understanding and experience of using databases	X	
Respects confidentiality	X	
Excellent organisation and time management skills to be able to organise and prioritise multiple work streams within a fast paced and evolving environment	X	

***If appointed, the successful candidate will be required to produce evidence of their qualifications.**