

Role Title: HR Advisor – ER specialist – 12m FTC
Salary: £41,511 - £44,711
Location: Sir Henry Mitchell House, Bradford
Report to: HR Business Partner

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

As a HR Advisor, you will be responsible for providing comprehensive HR support and guidance. You will contribute to the development and implementation of HR policies and procedures, ensuring compliance with employment laws and regulations. Working closely with management, employees and unions you will support across employee relations, performance management, training, and HR data analysis.



Main Duties and Responsibilities

- **HR Policy Development:** Collaborate with the HR team to develop and update HR policies and procedures in accordance with employment laws and regulations. Ensure policies are clear, comprehensive, and aligned with the organisation's objectives.
- **Compliance and Employment Laws:** Stay up-to-date with employment laws, regulations, and best practices. Advise management and employees on compliance requirements, ensuring fair and ethical HR practices throughout the organisation.
- **Employee Relations:** Act as a trusted advisor and handle employee relations matters, including grievances, disciplinary actions, and performance issues. Conduct impartial investigations and recommend appropriate actions in line with employment law.
- **Performance Management:** Support the performance management process, including goal setting, performance reviews, and development plans. Provide guidance to managers and employees on performance-related matters and promote a culture of continuous improvement and learning.
- **Training and Development:** Identify training needs and support the development and delivery of training programmes. Conduct training sessions on HR-related topics, ensuring compliance with equality and diversity legislation. Support career development initiatives and succession planning.
- **HR Data Analysis and Reporting:** Utilise HR information systems to maintain accurate employee records, generate HR reports, and analyse key HR metrics. Provide insights and recommendations based on data analysis to support informed decision-making.

About You

- CIPD Level 5.
- Proficiency in HR information systems (SAP) and Microsoft Office Suite.
- Proven experience in HR advisory roles.
- Experience within the Public Sector is desirable.
- In-depth knowledge of employment laws, regulations, and best practices.
- Strong understanding of employee relations, recruitment, performance management, and training processes.
- Excellent interpersonal and communication skills, with the ability to build effective relationships with stakeholders.
- High level of integrity, confidentiality, and professionalism.



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks.

We are an equal opportunities employer.

