



HR Advisor

Job Description & Person Specification

BeyondAutism

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Registered Charity No. 1082599

020 3031 9705

beyondautism.org.uk

 **BeyondAutism**

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About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

You will act as a trusted HR Partner and Advisor to our middle leaders and supervisors within our schools and services. You will provide a professional, efficient, and effective HR advisory service to the Heads of Service and middle leaders across BeyondAutism. The focus will be on managing Employee Relations casework, developing work and succession plans with the line managers in our services, and supporting the Head of HR with organisation design.

You will work regularly across a wide range of areas, such as performance management, policy development and implementation, change management, and retention programmes. You will work closely with our broader HR team (Talent Acquisition) to deliver cyclical activities and our HR strategic objectives.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

HR advisory

- Being the first point of contact and providing advice and guidance to school line managers and employees on HR issues, employment legislation, policies and procedures, referring requests for advice on complex employment matters to the Head of HR.
- Provide support to line managers as required for employee relations cases, in particular, minute taking and ensuring compliance to good practice and BeyondAutism policies.
- Provide support for the performance management system ensuring that it is completed on time each year and outputs are used to inform the talent and career development procedures.

Procedures

- To assist with the drafting and development of new policies and procedures and the updating of current policies & procedures.
- Advise our managers and staff on relevant benefits and accessing EAP support.
- Support the recruitment activity led by the Resourcing Advisor as required by the Head of HR, participating in selection interviews and events.
- To work with the HR Administrator to help prepare analysis, reports and insight to improve the organisations performance.

Payroll preparation and benefits

- Provision of accurate and timely staff information to the Head of HR and Finance manager. To liaise with finance on absence payments.
- Support the salary and benefits review process, administering any pay changes following appraisals.
- Manage the organisational and statutory benefits, including Maternity / Paternity / SSP.

Employee support

- Work across our schools, hubs and sixth form.
- Providing advice and guidance to staff on HR issues, employment legislation, policies, and procedures, referring requests for advice on complex employment matters to the Head of HR.
- Provide support as required for employee relations cases, in particular, minute taking.
- Provide support for the performance management system.
- Provide information on employee benefits and pensions in conjunction with the Financial Controller.
- Liaise with Occupational Health where necessary.

Absence monitoring and other reporting

- To monitor staff absences and provide regular reports for action by line managers.
- To advise on and administer planned absences such as maternity/paternity leave.
- To provide reports as required on employee absence statistics.
- To support the preparation of the monthly HR report.

General HR administration

- To be familiar with and ensure compliance with the requirements of Safeguarding Children and Safer Recruitment, DfES, including attending training as required.
- Support with any data requests or updates required to maintain the HR database system and other electronic and paper-based filing systems.

General responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism.
- To safeguard children at all times.
- To undertake training as required.
- Assist with other work, events and projects as needed.
- Any other duties that the Head of HR may reasonably require.

Additional training provided

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- Mental Health First Aider.
- Safer Recruitment.
- To undertake professional training to gain membership of the Chartered Institute of Personnel & Development.

What you will bring to the role

We are looking for passionate and dedicated people who want to make a truly positive impact on autistic peoples' lives. Working as part of the HR team, you will play a crucial part in providing advice and guidance on HR matters across our services.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of educational attainment up to A-level • 5 GCSEs or equivalent. Passes in Maths and English at grade C or above 	<ul style="list-style-type: none"> • Degree • CIPD Level 3 in HR Practice qualification or working towards this (or equivalent)
Experience	<ul style="list-style-type: none"> • Generalist HR and recruitment experience and basic employment law • Experience of general office tasks (e.g. scanning, filing, setting up basic databases and mailing lists, answering telephone queries, conducting basic research) • Solid administration experience 	<ul style="list-style-type: none"> • HR experience in a HR Advisor / Administrator role • Experience of working for a charity • Experience of working in an educational setting
Skills	<ul style="list-style-type: none"> • Strong interpersonal and customer facing skills • Excellent communication skills across all levels (both written and verbal) • Strong time management and organisation skills, including Microsoft Office skills (including Word and Excel) • Good team working skills • Ability to compose clear and concise letters and e-mails • Accuracy and attention to detail • Positive, enthusiastic and flexible attitude 	
Abilities	<ul style="list-style-type: none"> • Able to quickly develop excellent working relationships with a range of people • Ability to research information efficiently • Literate, numerate and articulate • Ability to maintain confidentiality 	
Essential personal qualities	<ul style="list-style-type: none"> • Able to take initiative • Commitment to high standards of customer service • Flexible, adaptable and able to relate well to different types of people • Open and honest approach • A commitment to safeguarding and promoting the welfare of children and young people 	

SALARY SCALE:	£ 29,850 to £32,610 based on experience
HOURS:	37.5 hours per week
REPORTS TO:	Head of HR
LOCATION(S):	Hybrid. 2 – 3 days a week across our services in Wandsworth, Hammersmith, Bromley, and our Charity office in Roehampton.
PROBATIONARY PERIOD:	Six months
HOLIDAY:	25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.
HOW TO APPLY:	<p>If you're interested in applying for the role, please send your CV and covering letter to recruitment@beyondautism.org.uk.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none">• Why you are interested in applying for this role• How your skills/experience meet the requirements of the person specification <p>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</p>

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

