



## Role Profile

Job Title

**People Advisor**

Salary range	Point 40
Contract	Permanent 52 weeks
Main location	Portland College
Hours and basis	37.5 hours per week
Reports to	Head of People
Date of issue	August 2025

### Why Portland Charity needs this role

The Portland Charity Group includes Portland College, Pollyteach and Jump Start. Portland College provides education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of campus sites in Nottinghamshire with approximately 600 staff. Pollyteach is an independent school and Alternative Provision based in Nottinghamshire with approximately 50 staff. Jump Start is an Alternative Provision based in Nottinghamshire with approximately 10 staff.

The People Advisor is vital to the day-to-day operation of the People Team, taking an advisory role across all aspects of the employee life cycle, advising and coaching managers to improve HR process and practice across the organisation.

### What you will be doing

- Support the Head of People to deliver the People Team objectives.
- Provide professional, balanced and consistent advice on all HR policies, procedures, terms and conditions and employee relations matters.
- Manage a caseload and advise and coach managers to ensure the effective management of complex casework, including, but not limited to, disciplinary, grievance, training and development and performance and absence management.
- Business partner with key managers across the organisation, developing effective working relationships to improve HR process and practice.
- Support and advise during formal and informal meetings and processes, including investigations, conflict resolution and performance.
- Responsible for sourcing appropriate training and development activities in line with organisational requests. Evaluating feedback and making recommendations.
- Accurate maintenance and production of HR documentation and employee records in accordance with internal procedures, UK employment law and GDPR.
- Support the Head of People to develop and implement employment policies and procedures in line with best practice and UK employment law.
- Maintain good working relationships with professional advisors including solicitors, insurance advisors, and other external bodies.
- Identify and implement improvements to HR process utilising technology where appropriate, encouraging a culture of continuous improvement.
- Deliver training to managers in groups or on a one to one basis.
- Lead and participate in People projects and initiatives as appropriate.

### Key results we want to see from this role

- Ensure that all HR policies and procedures are followed correctly, within timelines and that statutory guidelines are followed.
- Positive working relationships with internal and external stakeholders



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- Improved People practice across the organisation through effective coaching, training and business partnering.

### Dimensions of the role

- Working as part of the People Team of circa 9 people. No line management or budgetary responsibilities.
- Provide instruction and guidance to People Services Assistants.
- Advise and coach managers on a wide range of employment relations matters.
- Work is varied and can be complex.
- Contribute towards achieving People KPI's.

### Key work relationships

- Internal – Managers, Payroll, Finance, IT, Senior Management Team.
- External stakeholders – Applicants, external contacts such as Disclosure and Barring Service, Employment Law Advisors, Unions.

### Working Environment

- Inside – Open plan shared office.
- Potential to work from home one day a week in agreement with line manager
- Provide cover in the office between 8.30am and 5.00pm, some flexibility required to attend occasional out of standard hours events such as meetings/recruitment events.

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check relevant to the role and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

### Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile does not form part of your terms and conditions, is not all encompassing and is subject to regular review.

I have read and accept the duties and responsibilities outlined in this role profile.

**Signature of post holder**

**Date**