

Job Description – People Advisor

Role Title: People (HR) Advisor	Normal Place of Work: Weymouth Campus with travel to Kingston Maurward campus when required
Line Manager: Director of HR	Hours: 37 hours per week. 08:30 to 17:00 Monday to Thursday 08:30 to 16:30 on Friday

Main purpose of role

The People Advisor plays a pivotal role in delivering proactive, high-quality HR support across the college. Work collaboratively with all colleagues to uphold and maintain the highest standards to ensure everyone is effectively supported to achieve excellence in their roles. Acting as a strategic advisor and operational lead, the role supports workforce planning, employee relations, staff development, and organisational change. The People Advisor ensures HR practices align with college values, safeguarding responsibilities, and sector regulations.

What we stand for

Here at Coastland College, we have one purpose which stands as an ever-present and unchanging reminder of why we're here: to inspire our students and apprentices for individual success beyond expectation, ensuring that they are future-ready and prepared for today and tomorrow's world.

We're proud of who we are and the ambitious, dedicated teams who always strive to bring out the very best in our students. Recruiting more brilliant individuals who share our values and passion is so important to us, so do our values speak to you?

We are Connected: Inspired by our heritage, we play a key part in a collaborative ecosystem – where everyone has a platform to grow, contribute and make an impact beyond borders.

We are Courageous: In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed, through deep-rooted curiosity and resilience.

We are Dynamic: We embrace innovation, technology, industry advances and hands-on learning, in everything we do – helping and challenging employers to ensure they thrive in their sector.

We are Empowering: We create opportunities for all; our staff, our students, our community, the economy and the world – opening doors and helping everyone achieve their full potential.

We are Welcoming: We celebrate diversity, ensuring a safe, inclusive, supportive and sustainable environment for all – a space where everyone is valued and treated with respect.

Main Duties and Responsibilities

Strategic HR Partnership

- Build strong relationships with department leaders to understand workforce needs and deliver tailored HR solutions.
- Support organisational development initiatives, including restructures, change management, and succession planning.
- Contribute to the development and implementation of the college's People Strategy.

Employee Relations & Case Management

- Provide expert guidance on all employee relations issues including disciplinary, grievance, capability, and absence management
- Ensure fair, consistent, and legally compliant handling of cases
- Maintain accurate records and support reporting for governance, audit and external agencies

Staff Development & Performance

- Collaborate with the line managers and leaders to identify training needs and support CPD planning
- Promote a culture of continuous learning and reflective practice
- Support performance management processes, including appraisals and goal setting

Recruitment & Onboarding

- Advise on recruitment strategies and support hiring managers through the selection process
- Ensure inclusive and effective onboarding experiences for new staff

Policy & Compliance

- Review and implementation of HR policies and procedures
- Ensure compliance with employment law, safeguarding standards, and college policies
- Contribute to equality, diversity, and inclusion initiatives

Employee Engagement and Wellbeing

- Develop and deliver initiatives that enhance employee engagement, wellbeing, and inclusion
- Analyse engagement and wellbeing survey results and support action planning with departments
- Promote recognition schemes, staff voice platforms, and inclusive communication practices
- Support mental health awareness, flexible working, and wellbeing campaigns

Data & Reporting

- Use HR data to inform decision-making and identify trends
- Support the production of reports for SLT, governors, and external bodies

HR Projects and Continuous Improvement

- Lead and support HR Projects
- Identify opportunities for improvement in HR service delivery and employee experience.

Job Description and Person Specification

- Use data and feedback to inform project priorities and measure impact.
- Collaborate with cross-functional teams to embed changes and ensure sustainability.

Shared Responsibilities for All Staff

- Embed safeguarding into all working practices and escalate any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective employees as part of the application process.
- Adhere to Health and Safety best practices and ensure a safe working environment for everyone, according to the Health and Safety at Work Act.
- Champion and be an advocate for Equality and Diversity throughout the College, complying with all related policies and their recommendations.
- Model and promote employee values and behaviours in accordance with the Staff Code of Conduct.
- Actively participate in your appraisal, contributing to a culture of courageous self-reflection, empowerment and professional growth.
- Positively represent and promote the College both internally and externally, acting as an ambassador.
- Contribute to cross College events, supporting and promoting the College across both campuses.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Use all available resources efficiently and effectively, in line with environmentally and sustainable practices.

Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification, so this is your chance to showcase what you can offer. Please ensure you demonstrate in your application how you meet the criteria outlined below to give yourself the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
CIPD Level 5 or equivalent	Y	
GCSEs (or equivalent) at grade C/4 or above in English and Maths	Y	
IT Qualification (including Word and Excel)		Y
Hold a full UK driving licence with access to your own vehicle and be willing to travel between campuses	Y	
Knowledge and Experience		
Proven HR generalist experience	Y	
Strong track record in employee relations casework and advisory	Y	
Experience supporting staff development and performance processes	Y	
Excellent knowledge of UK employment law	Y	
Experience supporting organisational change		Y
Familiarity with safeguarding and safer recruitment		Y
Experience with HR systems (e.g., iTrent)	Y	
Coaching or mentoring experience		Y
Skills and Abilities		
Strong interpersonal and influencing skills	Y	
Ability to manage multiple priorities and work independently	Y	
Commitment to equality, diversity, and inclusion	Y	
High level of integrity and confidentiality	Y	
Excellent communication skills, both written and verbal	Y	
Exceptional organisational skills and attention to detail	Y	
A collaborative and proactive approach, with a commitment to continuous improvement.	Y	
Proficient in Microsoft Office 365, especially Excel, Sharepoint and Teams	Y	