

## HR Advisor

**Full-time:** 37 hours per week **Role Type:** Permanent Role

**Salary:** From £34,537.06 to £39,240.06 per annum, Cognus Band 3

**Location:** Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ (hybrid)

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

We are looking for a HR Advisor to lead HR operational activities and provide expert guidance to managers and employees on a wide range of HR matters, including employee relations, performance management, recruitment, and policy development, ensuring compliance with employment law and to promote a positive work environment.

You will give us great commitment and in return we offer an excellent package including:

- i) Salary from £34,537.06 to £39,240.06 per annum (Cognus Band 3, 1 FTE)
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and flexible working
- vi) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans  
*Cognus reserves the right to adjust these additional discretionary benefits to improve quality of their services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs.*
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

If you are interested and would like to be considered for this role, please apply to [recruitment@cognus.org.uk](mailto:recruitment@cognus.org.uk) with the completed [application form](https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/), downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>, outlining your suitability. The deadline for receipt is midnight on **Sunday 12<sup>th</sup> October 2025**. Candidates are requested to be available for interview on either **Friday 17<sup>th</sup> October 2025** or **Wednesday 22<sup>nd</sup> October 2025**.





All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed before the commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



## JOB DESCRIPTION

<b>POSITION:</b>	HR Advisor
<b>DIVISION:</b>	Human Resources
<b>REPORTS TO:</b>	Operations Director
<b>RESPONSIBLE FOR:</b>	Leading appropriate HR operational activities and providing HR support across the business
<b>FINANCIAL RESPONSIBILITIES:</b>	Processing Payroll and Pensions for the business. Maintaining subscriptions to relevant HR recruitment and benefit packages. May be required to purchase materials or handle expenditure on off-site activities
<b>GRADE/PAY:</b>	From £34,537.06 to £39,240.06 per annum, Cognus Band 3
<b>CONTACTS:</b>	Staff and other professionals. Wider Cognus team.

### JOB SUMMARY

- Cognus operates a hybrid HR model, combining the strengths of an in-house HR team with the expertise of an external HR partner.  
As our HR Advisor, you will work closely with managers and employees to foster positive workplace relationships and ensure a high-quality service.
- You will play a key role in supporting employee relations including case work, recruitment, onboarding, training, and payroll processes and you will have the opportunity to contribute to organisational change projects.
- You'll be a trusted partner to managers, ensuring compliance with employment law and HR best practices, while championing our people-first culture.
- To assist with the smooth running of the Human Resources (HR) Department and the development, implementation and monitoring of HR policies and processes.
- To provide robust generalist HR support and advice to Cognus managers and employees.

### PRINCIPLE ACCOUNTABILITIES:

- Be the first point of contact for HR-related questions and issues raised by managers and employees, resolving these in a timely manner.
- To manage recruitment, including job evaluation and benchmarking and onboarding, ensuring safer recruitment strategies are followed at all times.
- Have supervision responsibility for HR Administrator.



- d) Support complex employee relations casework including dispute resolutions, disciplinaries, grievances, absence, retirement and redundancy.
- e) Coordinate training, coaching, and staff development, including mandatory all staff training such as safeguarding.
- f) Contribute to HR policy reviews, ensuring legal and safeguarding compliance.
- g) Maintain accurate HR records and workforce data reporting.
- h) Advise managers on the terms and conditions of employment and advise them on best practice in relation to employee and performance management.
- i) Liaise and work with the Finance department on payments and budgeting for team management.
- j) Provide advice on current and existing remuneration and benefits for employees and managers.
- k) Administer payroll and pensions and process the relevant reports.
- l) Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- m) To assist with producing the HR Dashboard as part of the Board Reports.
- n) Organise relevant training for employees, including annual safeguarding training.
- o) Stay up to date with current employment legislation and HR best practices by identifying and completing regular, relevant CPD and training opportunities.
- p) To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, and Sutton Council's Local Safeguarding Partnership.
- q) To follow the Company's policies and procedures at all times.
- r) Carry out any other duties as reasonably require.

## **COMPETENCIES**

*The main duties and responsibilities of the postholder are indicated below although other duties of an appropriate level and nature will also be required.*

- a) Experience of working in a generalist HR role (including all aspects of recruitment).
- b) Evidence of continuous professional development in the area of HR.
- c) Up to date knowledge of employment legislation and its practical application.
- d) Ability to build strong working relationships at all levels.
- e) The ability to work with discretion and confidentiality at all times.
- f) An ability to work both independently and as part of a team.



- g) Excellent verbal and written communication skills and strong IT skills.
- h) Good time management with the ability to work under pressure and prioritise as necessary.
- i) Good command of English language.
- j) Excellent analytical skills and an ability to translate data into user friendly information for management team and board usage and oversight.

### **GENERIC OBJECTIVES:**

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

### **GENERAL:**

#### **SAFER RECRUITMENT:**

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

#### **PROCESSING OF DATA:**

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.



- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

**CONFIDENTIALITY AGREEMENT:**

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

*This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.*



### **PERSON SPECIFICATION**

*The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required.*

No	Description	Criteria
a.	Graduate Member of CIPD	E, I, S
b.	CIPD training to at least level 5 or equivalent	E, I, S
c.	Proven work experience as a HR Advisor or in a similar role	E, I, S
d.	Knowledge and understanding of Employment Law, best practice and case law	E, I, S
e.	Hands-on experience with Human Resources Information Software (HRIS)	E, I, S
f.	Ability to design user friendly company policies	E, I, S
g.	Excellent interpersonal and communication skills	E, I, S
h.	Previous experience in Local Authority or Education	D
i.	Values strong partnership working with staff, external stakeholders, other agencies, ensuring a multi-agency approach	E, I
j.	Strong organisational skills and an ability to complete projects within the agreed deadlines	E, I, S
k.	Good analytical and interpretation skills	E, I, S
l.	Ability to remain objective and act confidentiality	E
m.	Professional, courteous and strong customer service skills	E
n.	Work as part of a team, sharing working knowledge and skills	E
o.	Work flexibly, able to re-arrange work in relation to changing priorities and to meet the needs of the business	E, I, S
p.	Able to support the safe delivery of activities	E
q.	If appointed, it will be the responsibility of the postholder to treat all sensitive data that you will have access to during the course of your employment in line with the mandatory protocols to ensure data protection and compliance at all times	E

KEY:		D	Desirable	I	Evaluated at interview
E	Essential	S	Short listing criteria	T	Subject to test

