

### **Job Description – MAT HR Manager**

<b>Reporting to:</b>	CEO
<b>Responsible for:</b>	HR Administrators (if and when required)
<b>Liaising with:</b>	Trust Senior Leadership Team (SLT), Head Teachers, other colleagues, Trustees, Governors, Trade Unions and suppliers
<b>Grade/Salary:</b>	Scale 8 Point 27 to Scale 9 Point 33
<b>Hours of work:</b>	25 hours per week

#### **Job Summary:**

To lead on the provision of a comprehensive Human Resource service to senior leaders and staff throughout the Trust.

To lead on organisational change and development in line with Trust strategic and business plans.

#### **Key Responsibilities:**

Ensure the Trust meets statutory employment and equality regulations.

To provide HR support, advice and guidance on all HR issues including disciplinary, grievance, complaints, contractual terms and conditions, interpretation of HR policies & procedures.

To have a key role for the development and implementation of the Trust's Organisational Development Strategy, in particular focusing on the review and delivery of HR services across the Trust sites.

#### **Employee Relations:**

- To lead in providing appropriate advice and guidance to school leaders, ensuring that advice is in line with Trust policies, best practice and employment legislation e.g. maternity, paternity, and other family orientated policies e.g. flexible working.
- To ensure the Trust has a proactive approach to absence management, providing advice, guidance and training to manager's and ensuring the HR team provide timely sickness, authorised or unauthorised absence information/data to the Trust's executive team and leaders at individual academies.
- Advise Senior Leaders on return-to-work meetings for staff to assist personal wellbeing, attendance management and required updates.
- To attend formal welfare and return to work meetings as required (after long-term absence), to advise the trust on occupational health recommendations, stress risk assessments, phased returns and reasonable adjustments.
- To manage employee relations cases, including investigating disciplinary, grievance, harassment and bullying issues, union negotiations and presentation at formal hearings, some of which may be complex.
- In partnership with head teachers, review and develop policies, processes and procedures including initiatives that embed a culture of well-being.

- To develop a provision with employment law advisors and insurers as necessary regarding risk management, conciliation, indemnity provision, settlement agreements and employment tribunals
- To coordinate a direct telephone & email service for staff with queries, responding sensitively to what can be very personal, sensitive and complex concerns.
- To take a lead role in the development and review job descriptions in accordance with changing responsibilities and at least annually as part of performance management.

### **Compliance & Complaints**

- To monitor any relevant legal, regulatory, ethical and social requirements and manage the effect they have on the Trust and staff.
- To support the submission of the statutory annual return to the Department for Education (DfE) and other Government Agencies, e.g. workforce census.
- To ensure the Trust complies with its statutory responsibilities for reporting on HR and employment matters, e.g. gender pay gap reporting, equality impact assessments, academies handbook and competency framework.
- To ensure accurate employee records are securely maintained on the HR system and are held in accordance with General Data Protection Regulations (GDPR).
- To provide support to the Trust and to each individual academy to maintain the single central record and to ensure the safeguarding of children.
- Manage the complaints process in accordance with the complaints procedure set out in the Trust's Complaints Policy and advise individual schools as necessary.

### **Talent/Performance Management and Development**

- To plan, facilitate and deliver HR training as required to Senior Leaders/Managers.
- To develop a robust induction strategy to ensure new members of staff receive appropriate induction to their role, their team and the wider academy/Trust community.
- Provide guidance on change management processes within the Trust, including the review of staffing structures, variation of employment contracts, consultation with staff, professional bodies and trades unions.
- Provide guidance and support to senior leaders to ensure focus is given to succession planning and talent management.
- Devise and implement recruitment and retention strategies.
- To develop staff wellbeing and engagement programmes, such as staff survey, workshops, regular HR updates to ensure staff feel valued, motivated and supported to provide outstanding educational standards.

### **Equality and Inclusion**

- To actively promote and develop a plan which reflects the Trust's commitment to a diverse and inclusive workforce and ensure that equality and diversity is integrated into all aspects of the workforce, organisational development plans and strategies.
- To develop policies which actively support equality, diversity and inclusion and ensure all documentation complies with the Equality Act 2010.
- Champion and embed equality, diversity and inclusion in all HR led activities.

## General

- Undertake exit interviews for staff as required.
- To attend meetings as required
- To act accordingly to improve outcomes for young people and to support all academies in the Trust to be outstanding.
- To be actively involved in own development and that of any team under your responsibility.
- To undertake any other duties deemed essential by the Trust or CEO.

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

*This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the HR service and the Trust.*