

Job Description - HR Business Partner

Job Title	HR Business Partner
Scale	Local Government Scale 12
Reports to	Chief Executive Officer
Responsible for	Human Resources
Job Purpose	<p>To provide high level operational and strategic support to the schools and Trust Leaders across our Trust. You will take responsibility for leading on complex casework and other employee relations matters, as well as providing support to HR colleagues, including misconduct, grievance and absence management.</p> <p>Working closely with the CEO, you will contribute to the development and implementation of the Trust's objectives and People Strategy. This will include taking the lead on policy development, projects and being responsible for implementation of these on a Trust wide basis.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Act as the principal advisor on all matters relating to people management • Build strong relationships with Headteachers and Deputy Headteachers to support, coach and guide them in the effective management of all people matters • Work with the CEO and other Trust Leaders in supporting the implementation of the Trust's People Strategy • Designing and delivering innovative organisational development solutions in response to workforce needs, such as improving employee engagement, diversity and equality initiatives, wellbeing initiatives, recruitment and retention solutions and succession planning • Ensure that the Trust's HR policies and procedures are up to date and fit for purpose • Active participation in senior level appointments, including Headteacher • Ensuring safer recruitment practices are in place and that the Single Central Record is maintained, accurate and up to date • Represent the Trust at the HR element at JCC meetings • Provide expert advice to managers in relation to complex casework in line with Trust policies and procedures, while ensuring adherence to relevant employment law • Be the HR representative to disciplinary panels up to and including the level of dismissal and appeal • Advise on appropriate organisational structures and

	<p>staffing models for schools and support delivery of organisational change projects, provide HR advice and support for reviews and restructures within own portfolio</p> <ul style="list-style-type: none"> • Take the HR lead in managing transfers of staff into and out of the Trust in accordance with the TUPE Regulations • Advise managers and staff on the interpretation and application of policies, procedures and terms and conditions of service • Monitor sickness absence statistics, identify patterns and trends and highlight these to management. Use this data to consider appropriate absence management and health improvement initiatives • Understand the needs & challenges within designated schools and headteachers to problem solve, identify solutions and share best practice • Design and deliver training and coaching to managers in relation to HR initiatives, practices and procedures
General	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The HR Business Partner will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>This post is portable across all schools in the Trust.</p>

PERSON SPECIFICATION – TRUST HR BUSINESS PARTNER

The person appointed will be expected to have a proven track record of working at a senior level in an education establishment, ideally a Multi Academy Trust. The successful candidate will be proficient and have a depth of up to date knowledge in all matters related to these areas.

The criteria listed in this person specification are all essential to the job. Where the method of assessment is stated to be the application form, the application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> Professional Human Resources Qualification CIPD Level 5 or above, or equivalent by experience 	✓	
<ul style="list-style-type: none"> Experience of supporting on significant and complex employment issues 	✓	
<ul style="list-style-type: none"> Experience of dealing with complex casework, including disciplinaries and grievances 	✓	
<ul style="list-style-type: none"> Experience of delivering a comprehensive HR service across all areas of the employee life-cycle 	✓	
<ul style="list-style-type: none"> Knowledge and experience of introducing employment related policies within an organisation 	✓	
<ul style="list-style-type: none"> Experience with dealing or supporting with organisational change projects 	✓	
<ul style="list-style-type: none"> Experience supporting with the delivery of HR strategy across a medium to large organisation 		✓
<ul style="list-style-type: none"> Experience of dealing with TUPE 		✓
<ul style="list-style-type: none"> Experience of working in a school or public sector HR function 	✓	
<ul style="list-style-type: none"> Experience of senior level appointments including Headteachers 	✓	
Skills and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Excellent time management, organisational and administrative skills 	✓	
<ul style="list-style-type: none"> Up to date knowledge of employment legislation 	✓	
<ul style="list-style-type: none"> Excellent communication skills, including high standards of written communication, grammar and spelling 	✓	
<ul style="list-style-type: none"> IT skills with a range of software 	✓	
<ul style="list-style-type: none"> Produce clear and well-formatted documents 	✓	
<ul style="list-style-type: none"> Tact and diplomacy and maintain confidentiality 	✓	
<ul style="list-style-type: none"> Work under pressure, to prioritise and meet deadlines 	✓	

<ul style="list-style-type: none"> • Thoroughness and excellent attention to detail 	✓	
<ul style="list-style-type: none"> • Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required 	✓	
<ul style="list-style-type: none"> • Detailed knowledge of pay and conditions for teachers and local government staff employed within a multi-academy trust 		✓
Personal	Essential	Desirable
<ul style="list-style-type: none"> • High expectations of self and others 	✓	
<ul style="list-style-type: none"> • The ability to work to tight deadlines and under pressure 	✓	
<ul style="list-style-type: none"> • A team player who is willing to go beyond their own responsibilities to help others at busy times 	✓	
<ul style="list-style-type: none"> • Show compassion 	✓	
<ul style="list-style-type: none"> • Ensure confidentiality 	✓	
<ul style="list-style-type: none"> • Resilience and determination 	✓	
<ul style="list-style-type: none"> • Self-motivated and able to take the initiative 	✓	
<ul style="list-style-type: none"> • Approachable 	✓	