



SOUTHEND EAST COMMUNITY ACADEMY TRUST

Job Description

Human Resources Officer

Post Title: Human Resources Officer
Salary: Level 7
Hours: Full Time: 37 hours per week; 52 weeks annum
Responsible to: Senior Human Resources Officer

Main purpose of the job

- Reporting to the Senior HR Officer as an integral member of the Multi Academy Trust's (MAT) Central team, the HR Officer is responsible for providing HR support to all members of the Central team and academies across all seven sites within the MAT
- To advise line managers and other employees on employment law and the MAT's own employment policies and procedures
- To support with promoting best practice and ensuring compliance with HR processes and procedures for 500 staff members providing services for over 3,500 pupils across the Trust

Main responsibilities

- To provide support, advice and develop policies and processes that contribute to realising the Mat's vision, aims and objectives
- To provide accurate and timely advice and support to line managers in all seven locations within Academies
- To assist in the development and implementation of the MAT's HR initiatives
- To ensure equality of opportunity and access in the delivery of services and employment policies and practices
- To assist in the maintenance of management information systems across the MAT
- To monitor and evaluate the effectiveness of HR support and make appropriate recommendations for its improvement
- Monitor and report upon the progress of projects to the relevant Board and sponsor, feeding into monthly, quarterly and annual reports as appropriate
- To support in negotiation meetings with Trade Unions and professional association representatives
- To compile monthly MAT HR data returns to payroll service providers
- To liaise with the CEO, Trustees, Central team colleagues, Headteachers, members of SLT & SECAT employees as appropriate

Employee Relations

- To undertake the resolution and management of individual case work. This will include but not limited to disciplinary, redundancy, restructuring, appeals and other related issues across seven sites within the MAT
- To lead on investigations and produce reports relating to employee relations issues, where appropriate
- To deliver specific employee relations training programmes to all managers within the MAT as required

Pay and Conditions

- To provide advice to managers across the MAT on recruitment policy and practice
- To implement a range of systems and procedures in relation to the recruitment process
- To play a key role in recruitment processes, including advertising, shortlisting and interviewing
- To respond to queries relating to conditions of service
- To ensure candidates have the right to work at the organisation
- To negotiate salaries, contracts, working conditions or redundancy packages with staff and representatives.

Strategy and Projects

- To apply effective project management skills to develop and deliver the targets set as part of the MAT's wide priority projects with minimal supervision
- To regularly develop, update and revise appropriate HR policies and procedures.
- To develop and deliver relevant and appropriate management information that will support managers across the MAT
- To carry out research and analysis on specific projects/initiatives being undertaken by the HR Manager in areas that will improve efficiency, promote a positive culture and ensure compliance with employment law
- To develop solutions that will improve and enhance HR support use of IT

Workplace Health

- To proactively assist managers in managing workplace health issues
- To proactively assist managers in managing absence and implementing a range of systems and procedures in relation to creating an attendance culture
- To liaise between Occupational Health and the MAT
- To support the MAT's Central team with internal well-being strategies

General

- To adhere to the ethos of and contribute to the overall purpose of SECAT, as set out in its strategic plan
- To develop effective professional relationships with colleagues, staff and

stakeholders, such as Central office executives, Headteachers of academies and Senior Leadership Teams across the MAT

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to an appropriate person
- To assist staff and pupils with their enquiries and deal with routine telephone calls as required
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- To deal with all HR related correspondence promptly as required
- To ensure that all MAT policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the MAT's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community
- To ensure that all duties and services provided are in accordance with the MAT's Data Protection Policy and practices.
- To undertake any training commensurate to the post and attend relevant meetings as required by the MAT.
- To participate in the performance management structure of the MAT as directed

The duties above are neither exclusive or exhaustive and the post holder may be required by the CEO, to carry out appropriate duties within the context of the job, skills and grade at any site within the MAT.

Date..... Signed..... (Post holder)

Date..... Signed..... (Line Manager)

Person Specification Human Resources Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Partially completed or working towards a CIPD qualification GCSEs including English and Maths High level of literacy and numeracy Ownership and commitment to continuous learning and development 	<ul style="list-style-type: none"> Higher or further education in HR Degree/equivalent
Experience	<ul style="list-style-type: none"> Managing computerised HR database and other office systems, using them to collate and analyse data Excellent IT skills, to include word processing, Excel spreadsheet and other database 	
Knowledge and Skills	<ul style="list-style-type: none"> Ability to work as a member of the team, actively promote teamwork and lead by example Possess excellent communication skills (verbal & written) Proven ability to deal with a range of sensitive issues Ability to act professionally and facilitate the resolution of any people problems Ability to respond positively to and actively support the Senior HR Officer/ Headteachers and CEO Ability to manage workload and prioritise tasks 	
Personal Qualities	<ul style="list-style-type: none"> Tact and diplomacy to work with confidential information and build relationships Commitment to high quality service delivery Proactive approach to work: being responsive, empathetic and supportive to all within the school Flexible to enable an efficient and responsive service at all times Hard working and enthusiastic, presenting a professional manner at all times Self-motivated Possess a sense of humour 	