



HR DIRECTOR

Title of post:	Human Resources Director
Grade/Hours	SCP 10 or 11 / 37 hours (Full Time)
Responsible to:	CFOO
Liaison with:	Trust
Job Purpose:	To develop and implement effective HR strategies and services to meet the needs of Bridge Academy Trust

Duties and Responsibilities:

- Develop and implement the long-term vision and strategy for the trust's HR services, ensuring they meet the needs of the trust as it grows and develops
- Develop sustainable, robust and effective working practices across the trust
- Ensure the executive operates as a multi-disciplinary team following a first among equals approach that is adopted and modelled throughout the Trust
- Make the Trust a 'destination employer' within the education sector through an innovative and proactive approach to the entire HR cycle
- Ensure academies and central office are supported by effective and efficient HR advice and guidance
- Develop trust and strong professional relationships with Academy Headteachers and senior members of staff
- Provide advice to trust leaders on all aspects of HR practice, developments and legislation, ensuring the trust adheres to best practice and operates within the law, co-ordinating appropriate external legal or professional advice where required
- Provide support to academies on strategic and contentious HR issues as a designated HR rep during disciplinary, grievance, absence/welfare and other such policy application processes.
- Develop and implement a workforce plan for the trust, including identifying skills gaps and modelling staff deployment options
- Lead the development and implementation of an effective Apprenticeship Programme to achieve the Public Sector target
- Procure and quality assure the HR services outsourced by the trust
- Build the HR capacity within the trust, helping trust leaders to develop their knowledge and skills related to managing their staff
- Lead continual improvement in the HR service provision
- Contribute to the trust's strategic planning and risk management exercises, including implementing remedial strategies where necessary

- Monitor and analyse workforce statistics and report on these to other senior trust leaders
- Lead and develop the trust's HR team, taking responsibility for the team's professional development
- Support the trust's due diligence exercises for joining schools
- Lead on the trust's approach to organisational change, such as restructuring, redundancy and TUPE
- Be responsible for continuing self-development, undertaking training as appropriate
- Understand the nature of this role and ensure confidentiality
- Undertake other duties appropriate to the grading of the post as required.
- Supervise/manage the in-house monthly payroll process, ensuring that all reports reconcile, and are passed for authorisation in a timely manner

NOTE:

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

Date Updated: September 2021

Job Description Prepared by: Bridge Academy Trust