

## Job Description

**Job Title:** SEAMAT Chief Personnel Officer.

**Grade/Salary:** 2020 Scale 11 (2019 Band 6)

<b>Function:</b>	<b>Chief Personnel Office (CPO)</b>
<b>Job Purpose:</b>	<p>As a member of the Senior Leadership Team, provide leadership and professional management of HR Services across the Trust.</p> <ul style="list-style-type: none"> <li>• Develop and implement a co-ordinated HR Strategy across the Trust.</li> <li>• Ensure the Trust is operating within a legally robust HR policy and procedural framework.</li> <li>• Provide robust professional HR advice and management information to managers within the Trust.</li> </ul>
<b>Responsible to:</b>	CEO; Chair of the Finance Committee; The Trust Board
<b>Principle Accountabilities:</b>	<p>The CPO will manage and carry out the core personnel work of SEAMAT. The post holder will provide high quality management of the personnel function, preparing, implementing and reviewing the trust's development and operational plans for personnel.</p> <p>The CPO will provide strategic financial advice to inform the trust's improvement and growth plans.</p> <p>The CPO will provide operational leadership in all aspects of business activities within the Trust's schools and be accountable for the operation, maintenance and development of systems, processes and procedures relating to personnel.</p> <p>Working with the CEO, the CPO will transform best advice from a variety of sources into policies, governance practices and operations. This will help shape the future of the trust and further develop its reputation in school improvement.</p>
<b><u>HR Strategy</u></b>	<ul style="list-style-type: none"> <li>• Development of a Trust wide HR strategy incorporating resourcing, performance, pay and reward, equality and diversity, employee relations, consultation and terms and conditions which supports the Trust in delivering its corporate objectives.</li> <li>• Provision of professional advice on HR matters to facilitate strategic decision-making.</li> </ul>
<b><u>Employee Relations</u></b>	<ul style="list-style-type: none"> <li>• Development and regular review of appropriate HR policies and procedures in line with employment law and best practice and ensuring their effective operation in all academies.</li> <li>• Provision of support, coaching and training to academy staff to enable them to deliver effective management of day to day employee relations issues such as discipline, absence, grievance and performance management in line with Trust policy, engaging external HR provider support as appropriate.</li> <li>• Management of cases to ensure their swift and effective resolution.</li> <li>• Evaluation of effectiveness of HR policy and practice, taking remedial action where appropriate.</li> <li>• Development and management of staff and union consultation mechanisms, leading meetings as required.</li> </ul>
<b><u>Employee Resourcing</u></b>	<ul style="list-style-type: none"> <li>• Development and implementation of a workforce plan which meets the overall strategic plan of the Trust.</li> <li>• Lead on the HR elements of change management as required to meet the workforce plans, including restructurings, redundancies and TUPE.</li> <li>• Management and delivery of effective and efficient recruitment and selection processes which enable the Trust to secure the highest quality staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for ensuring all recruitment (including of volunteer and third party staff) is undertaken in compliance with Safer Recruitment and equalities requirements.</li> <li>• Responsible for ensuring maintenance of compliant Single Central Record(s) across the Trust.</li> <li>• Creation and management of a pay and reward scheme which supports recruitment and retention and minimises risks in relation to equal pay, TUPE, contractual terms and general employment law.</li> <li>• Management of appropriate job descriptions and person specifications.</li> <li>• Ensuring contracts of employment are issued for all staff within required timescales.</li> </ul>
<b><u>Performance</u></b>	<ul style="list-style-type: none"> <li>• Development and management of a cohesive and consistent performance management scheme which focuses on securing high performance across the workforce in support of school improvement.</li> <li>• Management of Probation and Induction procedures across the Trust.</li> </ul>
<b><u>Information Services</u></b>	<ul style="list-style-type: none"> <li>• <i>Development/Management</i> of a co-ordinated management information system and common reporting processes to enable provision of key performance data such as absence, turnover and retention, performance and pay and employee relations issues.</li> <li>• Monitoring and analysis of key performance indicators.</li> <li>• Identification of concerns and delivery of remedial action.</li> <li>• Regular reporting to managers, governors and Trustees.</li> <li>• Development of a document bank of template documents for use across all academies.</li> <li>• Production of Staff Handbook / HR elements of Staff Website.</li> <li>• Maintain confidentiality of HR information and records at all times in line with the Data Protection Act and manage freedom of information and Subject Access Requests.</li> </ul>

## Person Specification

<b>PERSONAL SPECIFICATION - CPO Function</b>	
<b>Qualifications and Experience</b>	Degree
	CIPD or equivalent HR qualification or experience
	Experience working in a strategic and operational HR role
	Experience of development of HR policies and procedures
	Experience of leading and managing workplace change
	Experience of leading and managing a team
	Full, clean driving license
<b>Knowledge, Skills and Competencies</b>	In-depth knowledge of current employment legislation and best HR practice
	Understanding of terms and conditions and education legislation affecting staff
	Excellent verbal communication, influencing and negotiation skills and ability to relate well to a range of people
	Excellent written communication skills
	Strong ICT skills
	Ability to operate independently and to work effectively as part of a multi-disciplinary team
	Project management skills
	Ability to work flexibly, meet deadlines and to work under pressure
	Creative thinker with innovative approach
	Excellent analytical and problem solving skills
	Strong commitment to own professional development