

SOUTHEND EAST COMMUNITY ACADEMY TRUST

JOB DESCRIPTION

Post Title:	Human Resources Business Partner
Team:	HR People Team
Salary:	Level 8, SCP 28 – 34
Hours:	Full Time: 37 hours per week; 52 weeks annum
Location:	Shoebury High School (with travel across all trust sites as required)
Responsible to:	HR Manager
Responsible for:	No line management required

Job Purpose

To deliver a high-quality, proactive HR business partnering service across the Trust acting as the interface for HR matters ensuring the HR service is proactive, effective, efficient and people centric for circa 500 staff members providing services for over 3,500 pupils across the Trust. To work as part of the HR People Team to support and develop HR and OD activity across the Trust, providing assurance on HR practice, systems and processes and more widely on strategic HR/OD projects that drive and enrich staff engagement, wellbeing and experience.

Job Responsibilities

1. Provide proactive, professional HR advice and practical expertise on the full range of people issues to dedicated departments/schools, building and maintaining strong relationships with stakeholders and establishing yourself as a trusted partner in all people and business issues.
2. Provide advice and coaching across the Trust in all aspects of employee relations, contractual and policy matters ensuring compliance with legislation, good practice and the Trust's own policies and procedures.
3. Provide proactive support and advice to all levels of managers/leaders to manage all sickness absence issues effectively, analysing data and implementing appropriate interventions to minimise sickness absence levels and maximise employee wellbeing.
4. Research, develop and implement new and revised HR policies, procedures and associated documentation across the Trust.
5. Provide effective recording, monitoring, analysis and interpretation of relevant management information with the development of more effective and efficient recording of this data to proactively support people practices and initiatives across the Trust.
6. Work closely with the wider People Team to manage areas of statutory compliance including UKVI and fixed terms contracts.
7. Work collaboratively with the People Team team to ensure the effective and efficient delivery of advice and respond to queries from current staff within the Trust, potential staff, and external organisations.
8. Manage and administer an effective recruitment service in collaboration with the wider People Team.
9. Drive initiatives, learning and coaching approaches that support management capability across the Trust, identifying, developing and delivering appropriate interventions and working proactively to coach and support managers.
10. Actively promote new ways of working and continuous improvement within HR & OD to provide a high quality, professional, consistent, and cohesive HR service.
11. To assist in the development and implementation of the MAT's strategic and operational HR initiatives and overarching People Plan objectives and purpose.

12. To support and lead time limited HR projects and initiatives including wellbeing, staff engagement and learning streams.
13. Contribute to a positive employee relations culture, respecting and developing effective channels of communication with recognised Trade Union representatives and in school representatives.
14. Work collaboratively with legal individuals/teams to support cases and employment tribunal management where appropriate.
15. Be the interface for schools to central HR services; for internal matters and for any related external providers including occupational health, legal, EAP and payroll.
16. Plan, organise, monitor and review HR and recruitment operations and resources, ensuring the provision of a consistent, effective and responsive service including the entire range of administration and employee lifecycle.
17. Proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency and achieve Trust aims and objectives.
18. Audit and report on school compliance with human resources processes, make appropriate recommendations for improvements and flag up any concerns identified with school leadership and admin leads to drive service delivery and improvement.
19. Review and improve the provision and use of HR data and other management information in order to inform HR priorities.
20. Role model inclusive HR practice and maintain own professional development, ensuring an up-to-date knowledge of employment legislation and best HR practice.
21. To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality, and data protection reporting all concerns to an appropriate person.
22. Deputise for the HR Manager on occasion and undertake other appropriate duties as may be required from time to time as commensurate with the grade level.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • First degree or part qualified in a relevant HR professional qualification at degree level; Or • Demonstrable appropriate level of experience and evidence of continuing professional development relevant to the role • CIPD Qualification at level 5 equivalent and Member Status 	<ul style="list-style-type: none"> • Higher Degree or equivalent
Experience	<ul style="list-style-type: none"> • Experience in providing advice and guidance on a wide-range of HR matters in medium-sized or above organisations/businesses • Experience of providing administrative support in HR matters including the whole employee lifecycle (e.g. payroll, recruitment and learning/CPD or Organisational development) • Experience in managing and advising on employee relations casework and organisational change projects. And working with Trade Unions and/or third parties (i.e. legal teams/solicitors) in the course of these situations. • Experience in leading or supporting OD projects that directly impact employee engagement (e.g. wellbeing, EDI and/or staff surveys) • Experience of using data and reporting to inform HR business partnering approaches to support to managers and senior leaders and drive best practice. • Experience in writing and developing HR policies and procedures. 	<ul style="list-style-type: none"> • Experience of working in HR in a school setting. • Understanding and experience of teachers' and support staff terms and conditions and an understanding of the school context • Experience of delivering and facilitating training
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to use HR and Finance systems, report write and manipulate people data • Understanding of budget overview and reading people budget data for HR practice and advice 	<ul style="list-style-type: none"> • Ability to use and understand iTrent • Experience of using school systems Bromcom or IMP • Advanced Microsoft package skills

	<ul style="list-style-type: none"> • Understanding of personal information, GDPR and employer requirements in accordance with data protection. • Good communication skills: oral, written and to audiences. • Well-developed influencing, facilitating and coaching skills. • Ability to work as a member of the team, actively promote teamwork and lead by example • Ability to act professionally and facilitate the resolution of any people problems • Ability to respond positively to and actively support a wide range of stakeholders • Ability to manage workload and prioritise tasks 	
Personal Qualities	<ul style="list-style-type: none"> • 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 	
Other	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children, young people and adults at risk. • Committed to Health and safety • Committed to equal opportunities and inclusion • Committed to continued professional development • Compliance to Data Protection Act 2018 and GDPR principles/requirements Understanding and commitment to safeguarding principals/requirements 	<ul style="list-style-type: none"> • Driving license and car access