

Job Description

Job Title	Trust HR Business Partner
Grade/Salary	Grade 9, Scale Range 28 – 31
Reporting to	Director of Operations

Job Purpose

- Support the delivery of the Trust’s people strategy.
- Provide a comprehensive and professional HR service by developing effective relationships with Headteachers, Senior Leadership Teams and Office Managers.
- Influence the development of the culture across the organisation to further develop an empowered, high quality, efficient and high performing workforce.
- Build the reputation of the Trust as a people centered and career enhancing employer, with an emphasis on the recruitment, development and wellbeing of a diverse, high-performing workforce.
- Work at both an operational and strategic level, ensuring full alignment to the short, medium and long-term business objectives.
- Support leadership teams with all elements of people management activities.
- Build capability levels through effective training and development needs analysis.

Key Responsibilities and Accountabilities

Key Duties and Responsibilities

- Continually improving the employee experience, making the Trust an attractive and great place to work.
- Delivering people/technology-led projects that reflect our culture and set our people up to successfully deliver outstanding outcomes for our children.
- Working alongside the DoO and school leaders to join-up and continuously improve the organisation experience for our people.
- Sourcing and developing a workforce that is highly skilled, motivated and can deliver on our ambitious goals.
- Championing and evolving the Trust’s cultural vision and values, and embedding the guiding principles.
- Analysing and triangulating people data held at both Trust and School level to proactively seek out risks, identify weaknesses or build on strengths and opportunities.
- Assist in over-seeing the communication of the Trust’s people objectives.
- Support the DoO and ELT to deliver the Trust’s People Strategy and its underpinning plan including:
 - Executing the People Strategy to attract, develop and motivate talented people to achieve our goals. This includes leading the development of the Trust’s employer brand, engaging inductions and onboarding experiences, and retention of current and future employees.

- Supporting and coaching Headteachers and their leadership teams across the Trust on People focused policies and procedures.
- Recommending improvements to support a culture that recognises and celebrates success.
- Identifying wellbeing offerings that are aligned to supporting the Trust workforce.
- Deploying and analysing pulse surveys then facilitate sessions with the school SLTs to formulate action plans that improve results.
- Ensure that all job descriptions and person specifications are reviewed annually and updated as required to ensure that they are appropriate, accurate and up-to-date.
- Ensure that HR record keeping including the Single Central Record is accurate and compliant across the Trust.
- Support the management of sickness absences including, analysing patterns of absence, and monitoring trigger points, arranging absence concern meetings with the appropriate line manager and organisation of occupational health referrals.
- Lead on casework, restructures and employee relations and support on behalf of the Trust, liaising with legal advisors and trade unions as appropriate.
- Engage with staff and trade union/professional associations to ensure that the Trust responsibilities for consultation are met.
- Ensure that all relevant policies and procedures are in place and up-to-date to meet organisation objectives and are in line with current employment law, national and local agreements, and conditions of employment.
- Manage all Trust HR documentation including staff contracts, policies and procedures and forms etc. ensuring that they are regularly reviewed and updated and compliant with employment and education legislation.
- Manage staff resignations, exit interviews and reference requests from current or previous staff to ensure that all necessary policy and procedure is followed.
- Communicate regularly with the wider central team to exchange information and provide ongoing support and problem resolution.
- Proactively research and identify best practice initiatives and deliver as appropriate.
- Working with the Trust Business Partner and the central finance team, proactively prepare recruitment plans, aligned to resource budget schedules.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Responsibilities for people (line management)

- Future role requirements may see responsibility for Line Management as the Trust expands.

Performance Management and Review

- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required
- Be proactive in seeking appropriate advice and guidance where required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	Educated to level 3 NVQ or A level as well as evidencing level 2 numeracy and literacy skills.	E	✓	
2.	CIPD qualified level 7 (or studying towards) or equivalent HR Experience.	E	✓	
3.	Already possess or be prepared to work towards achieving Level 3 PTTL/AET Award in Education and Training professional qualification.	D	✓	
Abilities, Skills and Knowledge				
4.	Education sector experience.	E	✓	✓
5.	Have experience of providing complex/generalist HR advice to senior leaders and working in a highly unionized environment.	E	✓	✓
6.	Have in-depth expert knowledge of current HR legislation and developing HR systems and procedures.	E	✓	✓
7.	Experiential knowledge of working with Trade Unions.	E	✓	✓
8.	Experience of developing policy and procedural documentation .	E	✓	✓
9.	An understanding of local government pay and conditions.	D	✓	✓
10.	Strong operational delivery focus with ability to interpret data to create and present evidence-based insight.	E	✓	✓
11.	Experience of working in a fast-paced role with an ability to communicate across a wide, remote geographical reach.	E	✓	✓
12.	Experience of delivering a flexible and high service level in an operational/office role.	E	✓	✓
13.	Strong employee relations experience and a comprehensive knowledge of employment legislation.	E	✓	✓
14.	Experience of effectively running programmes of performance improvement that deliver organisational impact and drive excellence in systems and practices.	E	✓	✓
15.	Able to work with MS Office packages, including Word, Excel, and Outlook.	E	✓	✓

No.	Categories	Essential or Desirable	Assessed by:	
			App Form	Interview or Task
16.	High levels of attention to detail.	E	✓	✓
17.	High levels of communication skills both written and verbally.	E	✓	✓
18.	Able to work effectively as part of the central services team as well as across the academies, understanding roles and responsibilities of others and your own position within these.	E	✓	✓
19.	Able to organise self and work to tight deadlines with minimum supervision.	E	✓	✓
20.	Ability to work flexibly to meet short term high demands/peaks to support the schools' deliverables.	E	✓	✓
21.	Able to be proactive and act on own initiative.	E	✓	✓
22.	Ability to communicate effectively with members of the central team and staff at all levels across the Trust.	E	✓	✓
23.	Ability to show empathy and sensitivity when dealing with staff issues as well as demonstrating high levels of resilience when supporting schools with challenging employee relation issues.	E	✓	✓
24.	Working with or across different sectors or organisations, preferably a mix of private and public sectors.	D	✓	✓
Personal Qualities				
25.	Excellent role model for young people and staff.	E	✓	✓
26.	Exceptional levels of integrity and confidentiality.	E	✓	✓
23.	Resilience and high personal standards.	E	✓	✓
24.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	✓	✓
25.	High expectations for self and others and a strong commitment to raising achievements.	E	✓	✓
26.	Stakeholder engagement – identify and build relationships with key roles across the business. Be open to change and unexpected obstacles – adapt to situations in a calm and professional manner. Be proactive and flexible in approach to acting on and completing tasks within the department.	E	✓	✓