

JOB DESCRIPTION

POST TITLE: Human Resources Business Partner

LOCATION/BASED: North Gosforth Academy

GRADE: N8

RESPONSIBLE TO: Deputy Director of HR – HR Services

CORE PURPOSE:

To support the Deputy Director of Human Resources to enable the Trust to:

- Deliver business priorities effectively.
- Develop and implement effective recruitment, retention and development strategies to maintain a high quality and continually improving teaching and learning environment.
- Resolve people management challenges.
- Introduce Trust-wide initiatives and service developments which will promote engagement and wellbeing across the workforce.

MAIN DUTIES & KEY RESPONSIBILITIES

Service Provision

1. Act as an expert, providing advice, guidance, and practical support to Principals and other senior colleagues on all people management and employment law issues including TUPE, organisational change, change management, casework management such as disciplinary, grievance, capability, and absence management.
2. Support with complex case management such as: employment tribunals, industrial relations etc. ensuring compliance with Trust policies and procedures.
3. Coach, support and train managers in the application of HR policies and practices, providing advice and guidance on HR issues in order to minimise risks and financial exposure, and develop a positive, productive culture.

4. Set up and hold meetings with designated senior leads to discuss current workforce matters, provide early warning of up-coming issues and workforce insight data, and plan appropriate HR support.
5. Work collaboratively with the central Trust teams and external partners, including Finance, Health and Safety, Payroll, Occupational Health, LADO, etc. to ensure seamless integration and the delivery a joined-up service.
6. Contribute to the management of organisational change (e.g., restructures, redundancies and TUPE), providing advice and guidance to lead managers throughout the process.

Service Development

7. Undertake project work as directed, with a view to developing and improving existing service provision and supporting the Trust's ambition to become an employer of choice.
8. Support the development of effective HR systems and processes.
9. Contribute to internal audits of key HR processes in each academy to ensure compliance and statutory requirements are aligned.

Policies and Procedures

10. Contribute to the development, maintenance and implementation of effective and efficient HR policies and procedures, taking account of statutory and legislative requirements whilst incorporating best practice.
11. Contribute to the development and implementation of HR toolkits in support of policies and procedures to ensure consistency of approach and to enable managers to manage independently, with HR support for more complex cases and issues.
12. Contribute to the delivery of briefings and training sessions to managers to cover policy implementation and changes as required.

Engagement

13. Work collaboratively with Trade Union representatives on local issues and ER cases.
14. Contribute to HR reports and updates for Trustee meeting and SLT on key performance indicators, as required.
15. Contribute to the creation and implementation of a Trust wide intranet and take responsibility for the ongoing maintenance of the virtual HR space, ensuring content is relevant, up to date and engaging.

Recruitment and Employment Contracts

16. Support the Deputy Director of Human Resources with the development of recruitment strategies that will meet the Trusts overall ethos and development plans.
17. Provide professional guidance and support to Principals and academy HR Leads on safer recruitment and selection processes.
18. To provide a job analysis service for the Trust following appropriate training.
19. Research most effective method of advertising and negotiate central rates for advertising costs and develop a preferred suppliers/contractors list.
20. Check the accuracy of contractual documentation, ensuring inaccuracies are corrected prior to issue.
21. Contribute to pay reviews and pay benchmarking to ensure parity.
22. Promote the Trusts equal opportunities policy and develop ways of attracting a diverse and high calibre range of applicants.

Learning & Development

23. Contribute to the development of a skills gap analysis to identify the skills gaps of employees across the Trust.
24. Contribute to the development and delivery effective learning and development.
25. Carry out any other duties appropriate to the post as required.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. 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.

8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: HUMAN RESOURCES BUSINESS PARTNER

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Strong employment law knowledge with the ability to apply employment law concepts in a flexible way balancing legal compliance with Trust values	✓	
Self-motivated, with a 'can do' approach to problem solving	✓	
Advanced analytical and problem solving skills	✓	
Advance computer literacy skills	✓	
Excellent written, oral communication and interpersonal skills	✓	
Accomplished organisational skills and attention to detail	✓	
Proven ability to work flexibly under pressure, prioritise effectively and meet deadlines	✓	
Discrete with ability to maintain confidentiality	✓	
Committed to Equality, Diversity & Inclusion	✓	
Ability and willingness to travel across the Trust to support stakeholders, attend meetings etc	✓	
Working knowledge of education policies and practices		✓
An awareness of educational sector legislation including those relating safeguarding		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
CIPD Level 5 in HRM (or equivalent) qualification (or a willingness to work towards this) or relevant demonstrable experience in a similar role/level	✓	
Evidence of continual professional development (CPD)	✓	
Training / coaching qualification		✓
Workplace mediation training		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Substantial generalist HR experience, operating in a medium to large organisation	✓	
Experience of working in a multi-site organisation	✓	
Experience of advising managers on a wide range of employment and people management issues	✓	
Experience of supporting managers on the full range of complex employee relations cases, using employment and case law to advise and bring cases to a speedy resolution	✓	
Experience of managing, interpreting and presenting HR data both written and verbal to varying audiences	✓	
Experience of supporting organisational change (at least one of the following and preferably all: restructures; redundancy or TUPE projects)	✓	

Experience of building positive professional relationships with key stakeholders	✓	
Experience of implementing and applying new policies and procedures at an operational level	✓	
Experience of working within an educational setting		✓
Experience of working with Trade Unions		✓
Experience of supervising staff		✓
Experience of using SIMS		✓
Experience of budget management		✓
Experience of report writing		✓
Experience of supporting the development of HR operational processes		✓
Experience of Safer Recruitment practices		✓
Working experience of the Burgundy and Green Book		✓
Experience of Learning and Development methods		✓
Experience of delivering HR Policy training		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Good team worker with a flexible approach to work	✓	
Confident, conscientious and detail conscious	✓	
Good organisational skills	✓	
Highly developed interpersonal skills	✓	
Willingness to be innovative and ability to be creative	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.