

**JOB DESCRIPTION**

**Post Title:** Human Resources Business Partner A5272

**Grade:** N8

**Responsible to:** Deputy Director of HR – HR Services

**Job 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 RESPONSIBILITIES AND TASKS**

The following is typical of the duties and responsibilities of the post holder. It is not exhaustive and other duties and responsibilities appropriate to the post may be required by the Trust.

**Service Provision**

* 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
* Support with complex case management such as: employment tribunals, industrial relations etc. ensuring compliance with Trust policies and procedures
* 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
* 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
* 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
* 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**

* 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
* Support the development of effective HR systems and processes
* Contribute to internal audits of key HR processes in each academy to ensure compliance and statutory requirements are aligned

**Policies and Procedures**

* 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
* 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.
* Contribute to the delivery of briefings and training sessions to managers to cover policy implementation and changes as required

**Engagement**

* Work collaboratively with Trade Union representatives on local issues and ER cases
* Contribute to HR reports and updates for Trustee meeting and SLT on key performance indicators, as required
* 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**

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

**Learning & Development**

* Contribute to the development of a skills gap analysis to identify the skills gaps of employees across the Trust.
* Contribute to the development and delivery effective learning and development

**General Responsibilities**

* To ensure the safeguarding of children and young people
* Participate in Trust-wide projects
* Take responsibility for personal continuing professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the services provided to the Trust
* Observe and promote the principles of equality, diversity and inclusion across the Trust
* Establish, maintain and develop effective working relationships with internal and external customers and partners
* Carry out any other duties appropriate to the post as required