

## Job Description

Job Title:	<b>Head of HR</b>
Salary:	<b>Grade 11: £40,738 – £47,886 (dependent upon experience)</b>
Hours:	<b>37 hours per week, 52 weeks per year</b>
Reporting to:	<b>Chief Operating Officer</b>

### Overall Job Purpose

To lead, standardise and ultimately centralise the Trust's operational HR activities and processes alongside development of policies and the strategic management of personnel as the Trust grows.

### Main Duties and Responsibilities

#### Operational and Compliance

- To take the lead in the development of the HR service across the Trust, such as recruitment (including direct support for these areas in relation to the central Trust team) and supporting delivery of the HR function at all sites and locations within the Trust.
- To develop and oversee processes for managing general HR matters regarding recruitment, absence monitoring and record keeping.
- To act as the primary point of contact and to undertake contract management of relevant external support services;
- To manage the implementation and usage of the Trust's HR management system for record keeping, developing and maintaining robust information workflows and processes.
- To oversee continued compliance with all safer recruitment requirements checks (DBS, List 99; S128; Identity checks etc) during the recruitment and on-boarding processes and as well as periodically thereafter;
- To operate and manage the implementation of the Trust's annual performance appraisal and pay review cycle;
- To manage the operation of the Trust's visa sponsorship licence for employing individuals from overseas.
- To support and advise Trust leaders on dealing with relevant HR issues;

#### Policy and Process Development

- To take the lead in developing and periodically reviewing and revising the Trust's suite of HR policies.
- To produce and maintain template letters, contracts of employment and other written communications for use across the Trust and in keeping with Trust policy and branding;
- To keep up to date with developments in employment legislation and human resource best practice.

#### Strategic HR

- To produce reports, management information and analysis on a range of workforce indicators and KPIs to inform strategic decision making.
- To develop and implement appropriate strategies in relation to employee recruitment; development; succession planning and retention.
- Undertake HR projects, as required.

## Employee Relations

- To ensure employment law is followed throughout the Trust and provide HR advice to members of the senior leadership teams across the Trust (seeking more detailed guidance from the Trust's external specialist advisors as necessary);
- Proactively support the management of Employee Relations casework including Discipline, Grievance, Capability/Performance, Absence Management and organisational restructuring (including TUPE transfers and/or redundancies):

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

## Person Specification

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level or similar.</li> <li>CIPD qualified.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Considerable prior experience of working at HRBP/HR Manager level, either in the private or public sector.</li> <li>Experience of working with trade unions.</li> </ul>	<p>Experience working in multi-site setting.</p> <p>Experience of working in an educational/ public sector environment.</p>
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>Strong working knowledge of current HR legislation and a proven ability to apply this knowledge in practice.</li> <li>Understanding of national terms and conditions of employment and awareness of the education legislation that impacts on employment of staff in schools.</li> <li>Full and clean driving licence and ability to travel to different sites.</li> <li>Experience of managing change processes including restructures and TUPE transfers, as well as advising and supporting line managers in leading organisational change.</li> <li>Good ICT skills and experience of using HR management/ record-keeping systems.</li> <li>Excellent oral, written and analytical communication skills.</li> <li>Ability to use own initiative and prioritise workload.</li> <li>Ability to motivate staff and facilitate teamwork in order to achieve excellent standards of service delivery.</li> <li>Ability to meet deadlines and to get systems and structures in place and operating effectively.</li> <li>Ability to work effectively under pressure and achieve deadlines.</li> <li>Demonstrate excellent judgement and ability to think creatively and imaginatively to anticipate and solve problems.</li> </ul>	<p>Understanding of the workings of a multi academy trust.</p>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Persistence, optimism and resilience.</li> <li>Positive attitude towards change.</li> <li>Ability to deal sensitively with people.</li> </ul>	
<b>Continuing Professional Development</b>	<ul style="list-style-type: none"> <li>Willingness to undertake additional training/staff development as appropriate.</li> <li>Ability to reflect on and continually develop your own professional practice.</li> </ul>	<p>Evidence of recent, relevant CPD</p>