

Batley Multi Academy Trust - Job Description

Trust/School Post:	Trust Central Team
Department:	People and Talent
Post:	Director of People and Talent
Grade:	Executive pay scale 8-12
Accountable to:	CEO
Responsible for:	Senior People and Talent Advisor Recruitment Lead
Purpose of Job	
<ul style="list-style-type: none"> ● Continue the development, implementation and evaluation of the organisation's long term People and Talent strategy. ● Provide strategic vision, leadership and accountability for effective human resource (HR) management across the Trust family of schools, ensuring all activities and advice are offered/delivered in line with best practice. ● Provide strategic HR direction and guidance to all schools within the Trust, offering technical expertise to the CEO/ Trust Headteachers/ Senior Leaders and ensure that the People and Talent Team delivers a courteous, efficient, and responsive service. 	
Responsibilities	
<p>HR Advisory</p> <ul style="list-style-type: none"> ● Ensure that the People and Talent professional advisory services are fit for purpose and are fully aligned with and complementary to the needs of the Trust and changing landscape in education. ● Proactively support leaders in the effective application of human resources policies and procedures, acting as the designated People and Talent representative during disciplinary, grievance, absence/welfare and other such policy application processes where required. ● Take responsibility for implementing and monitoring an effective sickness absence procedure, taking the lead or deploying a People and Talent team member where required or providing guidance to leaders to effectively manage sickness absence. ● Develop and maintain a positive and constructive working relationship with all internal and external colleagues, including trade union colleagues. ● Engage in consultation with trade union colleagues in relation to both operational issues/cases and organisational change. ● Develop and deliver training courses to middle and senior leaders to raise their awareness of people management issues and HR policies/ procedures. 	

- Lead initiatives to support workforce development, including measures to improve wellbeing and succession planning.
- Provide advice and take the lead in transferring individuals and services into/out of the Trust via TUPE.
- Provide advice to facilitate workforce planning, talent management and the review of organisational structures and where required.

Policy

- Develop, implement and review the Trust's People policies and procedures to ensure they meet both the Trust's and legal requirements.
- Implement and communicate new and revised People policies and procedures, in line with the Trust's requirements.
- Keep abreast of changing employment legislation and new developments and innovations to maintain high standards and ensure the continuous improvement of service delivery.
- Advise and keep abreast of national developments in the School Teachers' Pay and Conditions Document (STPCD), the conditions of service for School Teachers in England and Wales (the Burgundy Book), Teachers' Professional Standards, relevant standards and conditions of service for associate colleagues and of any educational statutory changes related to employment.

Recruitment, Selection & Induction

- Responsible for the development and promotion of the Trust employer brand to maximise opportunities to attract talented candidates, including developing opportunities via social media platforms, working with the Trust's marketing team.
- Responsible for and ensuring that the People and Talent Team deliver an efficient and effective recruitment service and that selection processes are supported by the team.
- Facilitate the Trust inductions and evaluate the effectiveness of this.
- Ensure that the Trust Headteacher/ CEO is alerted to any issues identified with a prospective candidate's pre-employment checks and, in such circumstances, offer guidance regarding their continued appointment.

Job Evaluation

- Oversee the Trust's job evaluation process for associate roles, reviewing and monitoring the scheme and appointing/ training panel members.
- Chair job evaluation panels including preparing the relevant paperwork in advance and communicating outcomes within timescales.
- Provide support and advice to leaders and colleagues with regards to job evaluation.
- Advising appeal panels on process.

Payroll

- Working closely with the Trust Finance Team and colleagues in schools to ensure all colleagues across the Trust family of schools are paid correctly. Provide training and support where necessary and liaise with the external payroll provider on a monthly basis.

- Work in conjunction with the Trust Finance team to ensure Trust Team changes are appropriately implemented within payroll deadlines, including starters/leavers and contract variations.

Other

- Define and report on a set of comprehensive workforce key performance indicators (KPIs) and metrics to the CEO and Board of Trustees, in a timely manner.
- Lead distinct projects such as colleague wellbeing.
- Oversee and be accountable for the work of the People and Talent team ensuring consistently high standards and accurate records.
- Undertake the performance management of colleagues in the People and Talent team.
- Accountable for the Trust Central Team and Members/ Trustees' Single Central Register (SCR) and periodic audits across the Trust family of schools.
- Ensure exit interviews are conducted for colleagues who request these, and exit questionnaires are given to all leavers with responses collated and feedback acted upon accordingly.
- Ensure stay interviews are conducted periodically and the findings of these acted upon to support the Trust's People & Talent strategy.

Additional Information

- Undertake any such duties commensurate with the post as directed by the CEO.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A strong knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Create a culture that allows colleagues and young people to be open and honest about issues affecting them and put in place actions to support them. Ensure related policies are robust to provide the appropriate interventions and support.

Batley Multi Academy Trust - Employee Specification

Post: Director of People and Talent	Grade: E8-12
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Educated to degree level in relevant subject.	Essential	Certificates
CIPD level 7 qualification in Human Resource Management or equivalent or willingness to work towards this.	Essential	Application Form
Extensive experience in all aspects of human resource management including organisational change, sickness absence management, recruitment & selection, induction and training, etc.	Essential	Application Form/ Selection Process
Extensive experience of HR policy development.	Essential	Application Form/ Selection Process
Trade Union negotiations and partnership working.	Essential	Application Form/ Selection Process
Monitoring HR measures of performance and preparing/ presenting reports for management teams.	Essential	Application Form/ Selection Process
Knowledge of Employment Legislation.	Essential	Application Form/ Selection Process
Ability to develop and implement long-term strategies.	Essential	Application Form/ Selection Process
Ability to build effective working relationships with colleagues and stakeholders and act as a role model for collaborative leadership, team working and Trust values.	Essential	Application Form/ Selection Process
Experience of working in a HR/ People role in a Multi Academy Trust or school.	Desirable	Application Form/ Selection Process

Experience of budget management.	Derisable	Application Form/ Selection Process
Knowledge and understanding of terms and conditions for Teachers and associate colleagues including the Teachers' Professional Standards.	Desirable	Application Form/ Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Excellent literacy and numeracy skills to be able to produce complex documentation.	Application Form/ Selection Process
Developed IT skills.	Application Form
Effectively communicates and exchanges orally and in writing complicated and sensitive information to inform others, including colleagues, senior leaders, external organisations and members of the public.	Application Form/ Selection Process
Strong inter-and intra-personal skills.	Application Form/ Selection Process
Effectively manages and leads a team including school based colleagues.	Application Form/ Selection Process
Takes a flexible approach to changing priorities or unexpected situations and is able to effectively prioritise competing demands.	Application Form/ Selection Process
Reflects on performance and is committed to improving services.	Application Form/ Selection Process
Ability to use a range of problem solving techniques, to think creatively when presented with complex requests and to know when to refer on to colleagues.	Application Form/ Selection Process
Recognises the importance of continued professional development and identifies training needs.	Application Form/ Selection Process
Represents the Trust with integrity and professionalism.	Application Form/ Selection Process
Flexible approach, has initiative and drives change in a positive manner and encourages others to adapt to change.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process