

## **HR BUSINESS PARTNER**

The Sir John Brunner Foundation Centre (Northwich)

Grade 11: £45,291 - £51,989

Job Description & Person Specification

### **Job Description**

#### **Reporting to**

The Director of People & Culture

#### **Purpose of the role**

The HR Business Partner, plays a pivotal role in aligning HR strategies with the overall objectives of the Foundation. Working within a centralised HR services team, but providing a critical link between the HR function and the nominated academies, the HR Business Partner provides proactive and credible advice and guidance on all HR matters. With excellent knowledge of the Foundation and Academy's strategic priorities, the HR Business Partner will work closely with leadership teams to determine people priorities, create appropriate plans and implement Foundation-wide people strategies.

#### **Main responsibilities**

##### **Strategic HR Planning**

1. Collaborate with senior leadership to develop and implement HR strategies that support the Foundation's values and strategic objectives.
2. Analyse workforce trends and anticipate future HR needs to ensure effective planning and resource allocation.
3. Lead on HR projects and initiatives from time to time, including those which support growth, sustainability, innovation and quality.

##### **Business Partnering**

1. Serve as a trusted advisor to academy leadership teams, offering HR expertise and guidance to support decision-making.

2. Build strong working relationships with managers and stakeholders, fostering a collaborative and proactive approach to HR management.
3. Actively engage with academy staff to understand operational needs and challenges, providing tailored HR solutions and support.

### **Employee Relations:**

4. Provide expert advice and guidance on employee relations matters, including disciplinary issues, grievances, and performance management.
5. Mediate and resolve conflicts between employees or between employees and management.

### **Resourcing and Talent Management**

1. Work closely with academy leaders to identify staffing requirements and work with recruitment team to develop recruitment strategies to attract high-quality candidates.
2. Oversee the recruitment process, including advertising vacancies, supporting in the selection and appointment process.
3. Develop and implement talent management initiatives to support succession, career development and retention within the academies.
4. In conjunction with other academy and trust leaders develop and review workforce plans which support academy and trust strategic objectives.

### **HR Policy and Compliance**

1. Ensure compliance with employment legislation and Foundation policies across all academies.
2. Review and update HR policies and procedures in line with legal requirements and best practices.
3. Provide training to managers and staff on HR policies, procedures, and employment law.
4. Maintain currency with employment legislation.

### **Performance Management**

1. Support the operation of performance management systems to drive continuous improvement and accountability.
2. Advise managers on performance-related issues and support the development of performance improvement plans where necessary.

### **Employee Wellbeing & Engagement**

1. Champion employee wellbeing initiatives and promote a positive work culture across the Foundation.
2. Develop and implement strategies to enhance employee engagement and satisfaction.
3. Support in operation of staff survey, analysis of results and action planning.

## HR Reporting and Analytics

1. Compile HR metrics and analytics to monitor key performance indicators and inform decision-making.
2. Produce regular HR reports for senior leadership, highlighting trends, issues, and areas for improvement.

## People Services Team

1. Compile HR metrics and analytics to monitor key performance indicators and inform decision-making.
2. Produce regular HR reports for senior leadership, highlighting trends, issues, and areas for improvement.

## Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified, but are commensurate with the skills and knowledge of the post holder.

## Person Specification

	Desirable	Essential
<b>Qualification</b>		
Bachelor's degree	✓	
Post-graduate, masters or other related professional qualifications		✓
MCIPD	✓	
Evidence of relevant and sustained CPD		✓
<b>Experience</b>		
Proven experience as a HR Business Partner or HR Manager		✓
Experience in education	✓	
Working across multi-site organisations.	✓	
Experience of leading and managing organisational change		✓
Providing appropriate challenge and advice to managers		✓
<b>Knowledge &amp; Skills</b>		
Strong Employment Law and HR best practice		✓
Excellent communication skills in both writing and orally		✓
Effective coaching and influencing skills		✓
Exceptional analytical and problem-solving skills		✓
Ability to interpret data to inform actions		✓
Mediation skills		✓
<b>Attributes</b>		
A credible leader who works collaboratively with the ability to motivate, inspire and develop colleagues and support a high performance organisational culture		✓
Personable with the ability to establish effective rapport with stakeholders		✓
Highly organised, with the ability to schedule, plan and prioritise		✓
Committed to deliver exceptional standards in all areas		✓
Professionalism, integrity and ability to maintain confidentiality		✓
Ability to inform, influence, persuade and negotiate with a variety of stakeholders.		✓
Willing and able to travel to different sites within the Foundation from time to time.		✓
Commitment to promoting diversity and inclusion in the workplace		✓