Job description: Head of People Policy, Process and Systems

As Head of People Policy, Process and Systems, you will play a pivotal role in driving the strategic development, implementation, and continuous improvement of people policies, processes, and systems across Ormiston to drive efficiency, effectiveness, and consistency.

In this role you will proactively monitor and ensure policies are updated to reflect changes in employment law, national terms and conditions, and HR best practices, as well as engaging with trade unions on policy changes and ensuring their effective implementation.

You will lead on the review and streamlining of all HR processes, to maximise efficiency and improve service delivery and provide strategic oversight and leadership for the management, optimisation, and continuous improvement of the HR Information System (HRIS).

Your work will directly contribute to our mission of ensuring every child has excellent learning opportunities, inside and outside of the classroom, which enrich their lives and afford them choice and opportunity in the future.

Department: People and Communications

Manager: National Director of People and Communications

Flexible working: Home based with regular attendance required at our central Birmingham office as well as regular travel to our schools and other locations as necessary.

Grade: OAT HO 28 - 30

Key responsibilities

Policy Development and Implementation

- Lead the strategic development, review, and implementation of comprehensive people policies, ensuring alignment with Ormiston's values, objectives, and legal requirements.
- Oversee the approval and consultation process for people policies with trade unions and other stakeholders, ensuring compliance and collaboration.
- Advise and collaborate with senior leaders to ensure that policies are clear, practical, and effectively implemented.
- Proactively monitor and respond to changes in employment law, national terms and conditions, and HR best practices, ensuring Ormiston policies are both legally compliant and competitive.
- Maintain a comprehensive policy framework, ensuring accessibility and clear communication to all staff.
- Monitor legislative and sector developments, proactively updating policies to maintain compliance and relevance.

People Process Improvement

- Lead the review of all people processes, reviewing and streamlining people processes to maximise efficiency and improve service delivery.
- Drive continuous improvement initiatives, using data, feedback, and best practice to innovate and enhance the people function.
- Identify opportunities for automation, digital transformation, and other efficiency-enhancing solutions to improve people operations and reduce administrative burden.
- Design and implement streamlined processes that enhance employee experience.
- Promote a culture of continuous improvement within the people function, leveraging data and insights to drive change.

HR Information System (HRIS) Management

- Provide strategic oversight and leadership for the management, optimisation, and continuous improvement of our HRIS.
- Oversee the effective management and optimisation of our HRIS, ensuring it supports accurate data management and reporting.
- Lead on communication and implementation of all HRIS-related projects, such as system upgrades, integrations, and enhancements, ensuring that these meet Ormiston's needs and support our wider organisational strategy.
- Develop and implement reporting frameworks, using HRIS data to inform strategic decisions and track key people metrics.
- Identify opportunities to enhance HRIS functionality, improving user experience and supporting strategic workforce planning.
- Provide regular reports and insights to senior leaders, using HRIS data to inform decision-making.

Stakeholder Engagement and Trade Union Engagement

- Work closely with trade unions and the Joint Consultative Committee (JCC) to secure policy approvals and foster collaborative relationships.
- Act as a trusted advisor to senior leaders, providing expert guidance on People policy, processes, and systems.
- Lead engagement with trade unions, fostering positive, transparent relationships while balancing the needs of Ormiston and its employees.
- Support the Joint Consultative Committee (JCC), ensuring that policies and practices are communicated and understood by all parties.
- Build strong partnerships with school leaders, people teams, and external stakeholders to support the development and implementation of policy, process and system change.

Equity, diversity and Inclusion (EDI)

- Lead the integration of EDI principles into all people policies and processes.
- Act as a senior advocate for EDI, embedding inclusive practices in all employee relations, recruitment, and workforce policies.
- Collaborate with senior leaders to identify and address barriers to inclusion, ensuring our policies and processes enable equal opportunities for all employees.
- Monitor and report on EDI metrics, using data to drive informed decision-making and continuous improvement in this area.

- Provide training, guidance, and resources to leaders and managers to support the Ormiston's commitment to EDI.

Compliance and Best Practice

- Ensure all people policies and processes comply with UK employment law, safeguarding requirements, and education sector standards.
- Benchmark people practices against industry standards, implementing best practice solutions.
- Stay up to date with national and sector-specific developments, ensuring that people policies and practices reflect current best practice.
- Establish clear frameworks for policy application and ensure consistency in decision-making across Ormiston.

Data Analysis and Reporting

- Lead the development of people reporting and analytics, using data to track performance, identify trends, and make informed decisions.
- Work with the wider people team to identify reporting requirements that will inform our people approach.
- Produce regular reports for senior leadership, providing insights on people metrics, policy effectiveness, and process improvements.
- Analyse people data and metrics to evaluate the effectiveness of policies, processes, and systems.

Qualifications and Experience

Essential:

- Proven experience in a senior HR/people leadership role, with expertise in policy development, process improvement and systems management.
- Strong experience in developing and negotiating people policies in collaboration with trade unions and other key stakeholders.
- Public sector experience
- In-depth knowledge of UK employment law, HR best practices, and sector-specific legislation.
- Experience in overseeing HR Information Systems (HRIS), including system optimisation and data reporting.
- Familiarity with national terms and conditions, including the Green Book and Burgundy Book frameworks.
- Demonstrated ability to lead complex people change initiatives, driving continuous improvement and efficiency.

Desirable:

- Experience in a multi-academy trust setting.
- Proven track record of embedding EDI principles within HR functions and organisational culture.
- MCIPD qualified (or equivalent level experience)

Skills and Attributes

- Exceptional written and verbal communication skills, with the ability to convey complex information clearly and concisely.
- Strong analytical and problem-solving skills, with a focus on data-driven decision-making.
- Excellent organisational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Resilient and decisive, with the ability to manage competing priorities and deliver results under pressure.
- Collaborative and inclusive leadership style, with the ability to build trust and influence at all levels.
- Proactive and innovative mindset, with a commitment to continuous improvement.
- High levels of integrity, discretion, and professionalism
- Understanding of the Green Book and Burgundy Book frameworks and their application within education settings.
- Ability to develop creative approaches to problem solving.
- Commitment to safeguarding and promoting the welfare of pupils.
- Self-motivated and proactive, able to take initiative and lead by example.

January 2025