

## **Resourcing and People Services Manager**

The Sir John Brunner Foundation Centre (Northwich)

£39,189 – £45,291 per annum FTE (pay award pending)

Grade 10

The Sir John Brunner Foundation is looking to appoint a Resourcing and People Services Manager. This is a newly established role, following a reorganisation to a shared services model.

Reporting to the Director of People & Culture, and working alongside HR Business Partners this post will be responsible for overseeing the efficient delivery of all transactional HR services across the Foundation. This role entails establishing and leading a dedicated team, managing HR processes, ensuring compliance with regulations/policies, and driving continuous improvement initiatives. This team will be responsible for processing all transactional HR matters, including recruitment, contracts management, HRIS maintenance, performance review cycles, training records and payroll.

This is a new role and will require the post holder to establish an effective shared services team, the successful post holder will have experience of a shared services model, leading a team and establishing/evaluating effective systems of work and procedures from scratch.

You will be experienced in managing all aspects of the HR lifecycle and good knowledge of employment legislation. A proactive approach, strong leadership and effective communication will ensure success in post.

This is an exciting time to be joining our Multi Academy Trust, of three High Schools and a Sixth Form College, which collectively educates over 4300 children, and employs over 450 professionals, as we begin to centralise and raise the profile of our professional services.

Each of our good and outstanding academies operates at the heart of their local communities. The Foundation's central offices are based at Sir John Deane's Sixth Form College campus set in beautiful grounds.

If you have the enthusiasm, experience and skills to succeed please view the job description and person specification. To apply, please complete the application form, detailing how you meet the requirements of the post. Applications should be submitted no later than **9.00 am 26<sup>th</sup> July 2024**. Interviews are likely to be held on **w/c 5<sup>th</sup> August 2024** (although consideration of holidays will be given). You are encouraged to submit an early application, as the Foundation may decide to close the advert early. Prospective candidates are invited to contact [Kieran.j.sjbf@sjd.ac.uk](mailto:Kieran.j.sjbf@sjd.ac.uk) for further information about the role.