



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	Trust HR Manager
JOB PURPOSE	To work closely with the Chief Operations Officer to provide a professional, high quality, efficient and effective Human Resources service, managing and delivering daily operations to provide support and guidance to Headteachers, Senior Leaders, and staff across the Trust.
GRADE:	Grade H
RESPONSIBLE TO:	Chief Operations Officer
RESPONSIBLE FOR:	HR team

MAIN DUTIES AND RESPONSIBILITIES

- Lead the HR team, ensuring the delivery of a comprehensive, effective service and oversee the HR work completed by those in schools with HR responsibilities, ensuring Trust procedures are adhered to provide training and guidance where required
- Create an audit schedule and lead on the audits of HR procedures completed in school ensuring appropriate action is taken where schools are not compliant with required HR processes
- Line manage, support, develop and coach the members of the HR team ensuring all associated line management responsibilities are completed including induction, probation and performance management.
- Lead on the provision of high-quality HR case management, preparing complex documents and correspondence and proactively support managers in relation to the effective application of Human Resources policies and procedures.
- Provide timely, consistent and accurate advice and support on the management of complex HR issues, including (but not limited to) recruitment, absence, organisational change, capability, discipline, absence management, grievance and harassment, ensuring policies and procedures are applied consistently and that advice complies with good employment practice and legislation.
- Liaise with external advisors as appropriate ensuring the Chief Operations Officer is notified of complex and/or contentious HR issues and those which carry risk
- Provide advice on safeguarding issues taking account of Child Protection Procedures and CLLT procedures
- Provide advice and guidance during management investigations as may be required, supporting with the preparation and review statement of cases and advising managers on their compilation; guiding and supporting managers in the preparation and presentation of the case at formal hearings.

- Provide support, advice and guidance during hearings, presenting information as appropriate.
- Provide support to Headteachers and managers in the review of job roles and structures
- Coach Headteachers and managers to ensure that they are equipped in dealing with employee related issues
- Design, prepare and run training and briefing sessions for managers and staff on HR and management practices
- Support the preparation of regular management information reports for presentation at Trust Board meetings
- Provide advice and guidance to managers on all aspects of the recruitment of staff, including pay, terms and conditions of employment, contractual changes and terminations
- Oversee the organisation of recruitment and appointment of staff ensuring safer recruitment principles are applied at all times
- Support the development and implementation of HR strategy and policies
- Monitor absence management procedures and sickness absence levels, developing proactive solutions and providing support to managers/employees through this procedure, whilst demonstrating care and understanding
- Support the performance management process, providing advice and guidance on policy
- Deliver training to middle and senior leaders to raise their awareness of people management issues and Human Resources policies/ procedures to enable them to effectively manage staff and deal with issues effectively and efficiently
- Facilitate constructive partnership working with staff representatives
- Ensure that adequate notes of all formal meetings are made and kept which can be relied upon in subsequent meetings and employment tribunals
- Work in partnership with other key teams across the Trust to ensure required processes are followed e.g. payroll and finance.
- Be familiar with school systems e.g. SIMS and Scholarpack in relation to the maintenance of key personnel information, retrieving, analysing and reporting as required
- Carry out job evaluation in accordance with the Trust procedure
- Identify and support new ways of working and continuous improvement within HR to ensure a high performing, professional, and consistent service
- Undertake project work connected to the delivery of the Trust Strategic Plan
- Undertake aspects of TUPE project work connected with future academy transfers

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual Development Plan.

All staff are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
CIPD qualified and/or or extensive HR experience	Y	
Willing to undertake further CIPD qualifications	Y	
Evidence of continued professional development	Y	
Educated to GCSE Level C in English and Mathematics	Y	
Educated to degree level		Y
Experience		
Working in a HR role in the education sector		Y
Proven experience in a Human Resources environment in a generalist role	Y	
Experience of advising on absence management, disciplinary and grievance procedures	Y	
Extensive experience of implementing HR policies/procedures in relation to conduct issues including disciplinary, grievance, bullying and harassment, capability and sickness absence	Y	
Experience of line managing a team	Y	
Experience of providing advice on terms and conditions of employment	Y	
Experience of safer recruitment procedures, induction and probationary processes	Y	
Experience of liaising and consulting with trade unions	Y	
Experience of using 365 Office packages including Word, Excel, Outlook and Power Point	Y	
Demonstrable ability to respect confidentiality and display discretion	Y	
Ability to interpret data/advice/statute and use this to further develop policy and practice	Y	
Knowledge and Skills		
Comprehensive knowledge of relevant HR policies/codes of practice/legislation and ability to put them into practice	Y	
Detailed understanding of employment law, employee relations, and techniques for effective management of staff	Y	
Knowledge of terms and conditions of employment and their application Detailed working knowledge of all aspects of HR management	Y	
Understanding of ways of managing and improving staff absence	Y	
Knowledge of child protection procedures and understanding of the issues surrounding the safeguarding of children.	Y	
Commitment to supporting the education and development of children and young people		Y
Awareness of Freedom of Information and Data Protection legislation	Y	

Professional Characteristics		
Ability to manage a range of complex tasks efficiently and apply effective organisation skills	Y	
Excellent communication, relationship building, influencing and collaboration skills with the ability to build trust and confidence with colleagues at all levels	Y	
Ability to work autonomously and flexibly and lead a team without direction	Y	
Excellent interpersonal skills including the ability to communicate complex and contentious information in a clear, articulate, balanced and succinct way to a variety of audiences in an appropriate and sensitive manner	Y	
Ability to work autonomously and flexibly and lead a team without direction	Y	
Solutions focused with the ability to make well-reasoned decisions based on sound judgement	Y	
Flexible and adaptable with an ability to juggle conflicting priorities	Y	
Resilient and reflective with a commitment to delivering high standards, best value and continuous improvement	Y	
Maintain confidentiality as appropriate	Y	
Creativity and ability to resolve problems and issues	Y	
Empathetic and supportive	Y	
Promote the Trust values at all times	Y	
Special Circumstances		
Regular travel to schools across the Trust	Y	
Reasonable flexibility with working hours on occasion	Y	

Signed: _____ Date: _____

Print name: _____