

HR MANAGER

Job Description and Person Specification

Purpose of the Role

The purpose of the role is to develop, manage and deliver the HR Operations for the Trust, aligning HR practice to the Trust's goals and to contribute to the overall HR strategy for the Trust. The HR function at Trust Office acts as a central HR advisory service that provides the HR framework of policies, processes and guidance for HR best practice to the schools as well as supporting the strategic development of the Trust as a whole. The HR Manager will be expected to take a hands-on approach in delivering a comprehensive service to the Head Office and schools that is highly responsive and promotes best practice.

Context

The HR Manager will report to Tom Beardmore Gray, Chief Executive and will have the opportunity of working closely with the Trust Office Executive team. The job holder will be taking on this role at a time of change. The Trust office is on a journey to improve its services to stakeholders as well as evaluating its current practices, processes and policies for use in the schools by Heads and school staff. This role will suit a capable and experienced HR professional who excels in leading in a changing environment where HR may not be fully defined and scoped. This will suit a job holder that sees this as a challenge to improve and create quality HR provision for the Trust. The service to the Schools' Heads and their leadership teams needs to be solutions based with practical help on hand.

Job Duties:

- Design and shape the HR functional plans with external HR consultancy support, as required, to meet the Trust Office vision in terms of its people agenda.
- Continuously review and evaluate the performance of the HR function in line with business needs and recommend and make changes to structure, roles, systems & processes as agreed with the CEO. Support the implementation through training and coaching as required.
- To provide a quality 'day to day' HR service to schools in line with agreed expectations and service levels covering all aspects of the employee life cycle from recruitment through to exit.
- To provide practical coaching, guidance & support as necessary to people managers in the schools, especially in the area of employee relations.
- To ensure HR policies practices & processes are fit for purpose in terms of remuneration, recruitment and compliance. Recommendations should be easily understood and implemented fairly and in a quality and timely manner for example, reference, DBS checking and SCR compliance.
- Provide legally compliant letters, contracts and other HR documentation as required.
- To ensure that accurate and timely payroll information is provided to Finance, as required.
- To contribute to the internal communications strategies to foster employee engagement. Specifically in terms of content for the website and internal intranet sites
- To ensure that advice and guidance is readily available for Heads and SLT members to ensure that their staff remain motivated and rewarded and can foster good employee relations

- To provide the Finance team with information to achieve effective budgeting and payroll costing/forecasting.
- To actively contribute to cross functional initiatives such as GDPR, Risk Register Monitoring & Health & Safety.
- To foster external relationship building for benchmarking and networking purposes
- To participate in CIPD activities to ensure that best practice filters into the function to enhance the HR functional development

Qualifications, Experience, Skills & Behaviours:

Qualifications & Experience

- Graduate
- CIPD qualified to level 5 essential or 7 desirable, with experience of working in Education ideally, as well as commercial settings
- Previous exposure of working with Senior Leadership Teams
- Strong employee relations and employment law experience.
- Good working knowledge of statutory benefits e.g. SSP, maternity, parental leave
- Track record of HR project delivery
- Knowledge and experience of all HR functional areas including process improvement, disciplinaries, employee relations and reward.
- Management experience

Skills:

- Sophisticated interpersonal skills
- High emotional intelligence
- Strong written communication skills
- Skills associated with the HR function; interviewing, mediation, performance management, training & facilitation, change management, management training and coaching.
- Strong computer literacy, ideally Google and HRMIS

Behaviours

- Collaborative
- Coaching style
- Adaptive
- Critical thinking
- Solutions focused & pragmatic. Takes ownership of issues and sees through to resolution.
- Practical/hands on, underpinned with best practice
- Prepared to offer guidance and direction as needed
- Credibility and personal influence
- Comfortable to offer support and challenge to get the best outcomes