

Director of HR
Job Description and Person Specification

Purpose of the Role

The purpose of the role is to define and lead on Human Resource operational initiatives and contribute to the overall HR strategy for the Trust. The Director of HR is a member of the Trust Office Executive Board and has functional accountability for Human Resources across the Trust Office and Trust Schools. The HR function at Trust Office acts as a central HR advisory service for best practice and quality to our schools as well as playing an active role in the strategic development of the Trust as a whole.

Context

The role reports to Tom Beardmore-Gray, Chief Executive and is part of the Trust Office Executive team. The job holder will be joining the Trust 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 our 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 and can develop a plan to do this with the existing HR Advisors, of which there are two reporting to the Director of HR. The service to Heads of our schools and their leadership teams needs to be solutions based with practical help on hand.

Job Duties:

- Support the CEO on operational issues that arise across the Trust specifically in relation to the development of the HR function and the organisational design and growth of the Trust overall.
- To provide practical coaching, guidance & support as necessary to people managers in the schools especially in the area of employee relations.
- Initiate and support leadership development of the Heads of our schools and key personnel within the Trust
- Work as part of the Trust Office Executive team on cross company initiatives as well as functional strategies and plans.
- Design and shape the HR functional plans to meet the Trust Office vision in terms of its people agenda.
- Implement HR functional plans by recruiting, managing, developing and motivating the HR team and any external providers to deliver them.
- To continuously review and evaluate the performance of HR function in line with business needs and recommend and make changes to structure, roles, systems & processes as agreed with the CEO.
- 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 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.
- To implement and utilise the outsourced payroll system for HR documentation, management for HR information and compliance purposes
- 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 and as part of Senior Leadership Teams
- Strong employee relations and employment law experience.
- Track record of HR project delivery
- Knowledge and experience of all HR functional areas
- 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.
- Strong computer literacy, ideally Google and HRMIS

Behaviours

- Collaborative
- Coaching style
- Adaptive
- Critical thinking
- Solutions focused & pragmatic
- Practical, underpinned with best practice
- Prepared to offer guidance and direction as needed
- Comfortable to offer support and challenge to get the best outcomes