

# Charter.

## JOB DESCRIPTION & PERSON SPECIFICATION

|              |                          |
|--------------|--------------------------|
| Job title    | HR Business Partner      |
| Grade        | Hay 10                   |
| Location     | Trust Central HR         |
| Reporting to | Trust Director of People |

### **Job purpose** (give a short explanation of the role)

To lead and develop a high quality, inclusive HR provision for the assigned client groups. To provide input and support to the functional Director to ensure the ongoing development and implementation of the People Strategy across the Trust. To support and encourage the Trust's ethos and its' objectives, policies and procedures.

### **Main responsibilities** (list the key areas of responsibility, be concise and avoid lengthy explanations)

- Lead on HR across the defined school(s), through weekly onsite presence, supporting a strategic, inclusive approach to workforce planning, recruitment, retention, staff development and change management advising the Headteacher on HR matters.
- Assist the Headteacher in the planning and implementation of staff recruitment, development and retention. Oversee advertising, selection and appointment of candidates. Ensure that accurate contractual documentation is issued and that appropriate vetting/Safer Recruitment requirements are actioned. Ensure compliance with Right to Work requirements, including immigration and sponsorship.
- Support auditing of SCR.
- Support the functional director with the onboarding process for new schools to the Trust, including TUPE requirements.
- Support the Trust's approach to Equality, Diversity and Inclusion through the application of policies and professional practice.
- Be responsible for the coordination and implementation of HR policies at school level. Contribute to the development and review of said policies at Trust level. Ensure that all Trust policies are observed/implemented. Lead on the communication and training (as necessary) of HR policies, practice and support in the school(s).
- Support the functional director with the development and implementation of HR projects as directed.
- Ensure timely collation of relevant staffing information so that HR records and payroll reporting are current. Support client groups by ensuring that payroll actions are completed in a consistent and timely manner, checking monthly payroll reports and taking corrective action.
- Support schools and central team with implementation of annual pay review.
- Lead on the management of disciplinary, capability, grievance and absence casework.

# Charter.

- Provide advice, guidance and support to the Governing Body, the Headteacher, senior managers and staff on all aspects of generalist HR (including performance and attendance, pay and grading, restructuring, termination, retirement, disciplinary, grievance and capability).
- Build effective professional relationships with managers and union representatives.
- Support the Trust's approach to staff wellbeing and workload, with constructive, positive staff relationships, to ensure that each school is a 'great place to work'.
- Be responsible for the effective operation of HR systems and policies within the school, and the development of its human resource service ensuring compliance with employment law and appropriate education legislation. Monitor and report on effectiveness of HR systems.
- Utilise systems and data to report and monitor on key People / HR related activities/metrics for efficiency and improvements, utilising expertise to expose potential business risks and trends.
- Provide cover to colleagues at varying levels within the HR structure, depending on workloads and attendance.

## **Specialist responsibilities** (things that are specific to this role, rather than general responsibilities)

- Provide input to functional director, with recommendations for changes/improvements to practices and processes to ensure the Trust remains consistent with legislation and best practice.
- Ensure ongoing CPD, to demonstrate understanding of current Employment Law and guidance as related to client group to minimize potential for employment actions against the Trust.

## **Accountability** (list the key areas the job holder will be measured against, for example student success)

- Ensure that payroll is operated to the highest level of integrity and taking into account budget constraints.

# Charter.

## **Leadership** (include any line management responsibilities)

- Coach and support new and less experienced team members to improve HR skills and understanding.
- Provide day to day supervision and direction to HR Officers.
- Role model appropriate standards of behaviour for HR colleagues and wider client groups.

## **Financial responsibility** (include any budget management or payroll responsibility)

- Ensure accuracy of monthly payroll, to minimize errors and therefore financial impact on Trust funds.

### **Safeguarding:**

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

### **Equal Opportunities**

The Charter Schools Educational Trust is committed to equality and diversity and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age and all other aspects of diversity.

### **Health & Safety**

The Charter Schools Educational Trust is committed to promoting the health and wellbeing of our staff and pupils by managing conduct and behaviour effectively to ensure a good and safe working and learning environment.

# Charter.

## Working within the community

The Charter Schools Educational Trust is committed to working closely with our communities to ensure a collaborative and harmonious relationship that is supportive of those around us.

*The details contained within this job description are intended to give an overview of the requirements of the role. All employees of The Charter Schools Educational Trust are expected to work in a positive and collaborative way that supports the overall Mission, Vision and Values of the Trust. This includes showing flexibility in the tasks undertaken in order to deliver this aim.*

# Charter.

The table below provides a list of the essential and desirable skills and qualities required for someone undertaking this role:

| Skill / Attribute  | Essential                    | Desirable           |
|--|------------------------------|---------------------|
| <b>Qualification</b><br><br>CIPD level 7 or equivalent<br><br>CIPD level 5 or equivalent<br><br>Good general standard of education to A level, including GCSE Maths and English  |                              | D                   |
| <b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working in large complex organisations</li> <li>• Education sector experience in HR</li> <li>• Experience of working with union colleagues</li> <li>• Extensive experience of employee relations casework</li> <li>• Experience of designing and delivering knowledge and skills training</li> </ul>  | E<br><br>E<br><br>E          | D<br><br>D<br><br>D |
| <b>Knowledge</b> <ul style="list-style-type: none"> <li>• Good, current knowledge of employment law with emphasis on redundancy/restructuring and TUPE legislation.</li> <li>• Understanding of education terms and conditions (Burgundy Book, Green Book and pay bargaining processes (STPCD and NJC)</li> <li>• Understanding of the principles of job evaluation</li> <li>• Knowledge of HAY job evaluation systems</li> <li>• Knowledge of HR and payroll systems</li> </ul> | E<br><br>E<br><br>E<br><br>E | D                   |
| <b>Skills/Abilities</b> <ul style="list-style-type: none"> <li>• Demonstrable business partnering skills</li> <li>• Ability to liaise with colleagues and external providers at all levels with confidence, tact and diplomacy, representing HR at a senior level.</li> <li>• Ability to influence and professionally challenge stakeholders.</li> <li>• Ability to think on feet.</li> </ul>  | E<br><br>E<br><br>E<br><br>E |                     |

# Charter.

|   |                 |        |
|---|-----------------|--------|
| <ul style="list-style-type: none"><li>• Excellent communication skills, both oral and written.</li><li>• Team working skills,</li><li>• Conflict resolution skills</li><li>• Ability to think strategically regarding the implications of proposals, beyond the operational outputs.</li><li>• Good Microsoft Office skills</li></ul> | E<br>E<br><br>E | D<br>D |
| <p><b>Personal qualities</b></p> <ul style="list-style-type: none"><li>• Willingness to work on client site as required.</li><li>• Evidence of regular CPD to maintain knowledge and improve practice.</li><li>• Interest in maintaining knowledge of current educational developments as it affects HR practice.</li></ul>           | E<br>E          | D      |