

Ruskin Mill Trust (the Trust)

Job Description

Position:	Human Resources Manager
Field of Practice:	Transformative Leadership and Management (Field 7)
Post Reference No:	RMT10138
Grade:	12:13
Responsible to:	Trust Head of Human Resources/Trust Deputy Head of Human Resources
Location:	Ashdown Garden School and Emerson College

Location brief:

This role is part of RMT's central services department and will be based at Ashdown Garden School and provide Human Resources support to Emerson Trust.

Job Purpose

This post is based within the Central Services function of Human Resources; however, it is located at an individual provision with primary responsibility for Ashdown Garden School and Emerson College, as well as providing Trust wide support when required. The post holder will primarily be responsible for the management, development, and promotion of the human resources function at their allocated provisions, which are located on the same site, running as independent operations.

To provide a professional, end to end human-centric approach to advising and supporting at all levels within the provision, from the Senior Leadership Team to Managers and Colleagues.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of Biodynamic Agriculture, Anthroposophical medicine and Practical Skills Education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the School and College.

The post holder is to contribute to the whole life of the College, School and Trust, always remembering that our core purpose is to improve the education and lives of the young people at our provisions.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require. Overnight stays will also be a requirement.

You will be required to carry out your duties at all Trust premises, some of which are located a distance from the main provision sites and at such other places as the Trust may reasonably require.

Evening and weekend working may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. To articulate and promote and role model the vision, values, purpose and unique method of Ruskin Mill Trust during the recruitment and onboarding process, communicating the desired expectations of colleagues as well as the measurable impact that they have on the student journey.
2. To work with the HEaRT team to lead develop, grow and role model collaborative working within a learning community, sharing best practice and supporting colleagues at all levels across the Trust, and specifically within their own provisions.
3. To respond to local and national needs and review and embed changes to legislation and policy by working with the HEaRT team to refer staff to the Training, Qualification and CPD policy alongside the Trust Pay and Grading Policy.
4. To support the Recruitment Team to promote the vision, values purpose and method of Ruskin Mill Trust to ensure that the method is considered with rigour during the selection process, induction and probation period.
5. To be responsible for the management of all aspects of Human Resources at both the School and Emerson College with a collaborative Human Resources Manager approach to embedding good practice across Trust.
6. To advise a range of managers including School Principal and Senior Leadership Team on all aspects of Human Resource Management issues; including workforce planning, organisational restructuring, staff recruitment, employee relations, employee engagement and performance management.
7. To write job descriptions and person specifications for new roles within the Trust, ensuring that the vision, values, purpose and method are reflected appropriately.
8. To work with the recruitment team to co-ordinate and support recruitment and selection processes and procedures, provide advice and guidance to managers and carry out associated administration, and to keep the Trust Head/Deputy Head of Human Resources updated on a regular basis.
9. To ensure that there is a smooth appointment process for applicants and that all the appropriate vetting checks are conducted with rigour and confidence, this will include references, immigration requirements, Disclosure and Barring Service Checks, Overseas police checks and qualification and training checks.
10. To ensure that Safer Recruitment, Single Central Record and HR processes are compliant with Ofsted, CQC, Estyn, CIW and meet the needs of local authority monitoring visits at all times.
11. To manage, co-ordinate and issue contracts of employment and variation letters to confirm changes to terms and conditions of employment.

12. To manage, record and maintain staff data and information, primarily on the human resources database, and to produce effective management information as required, including holiday and absence recording.
13. To provide detailed advice on the handling of grievance, disciplinary, harassment, performance and sickness absence matters and where necessary act in a mediation role to seek to resolve disputes; and keep the Trust Head of Human Resources updated on a regular basis.
14. To manage and co-ordinate maternity, paternity, adoption and special leave requests.
15. To manage absence and to provide advice and guidance to Managers on Absence Management ensuring compliance with respective policies and procedures and attend welfare visits and co-ordinate Occupational Health Referrals and pre-placement health checks.
16. To undertake general administration duties associated with the Human Resource function across all Colleges, Schools and the Trust.
17. To provide confidential advice to individual colleagues on a broad range of Human Resource subjects, handle diverse casework and role model good management practice, whilst supporting your wider Human Resource Team of Human Resource Advisers and Human Resource Administrators to meet their long- and short-term objectives by demonstrating professionalism and a solution focussed approach daily.
18. To provide support and advice to College Principals, Head Teachers, and the Senior Leadership Team in respect of Human Resource matters, ensuring that all people implications are considered.
19. To be aware of changing employment legislation, new developments, innovations and have a political understanding in the field of Human Resource practices, in order to maintain high standards and contribute to the continuous improvement of service delivery.
20. To ensure that quality standards in respect of Human Resource practice within the provisions are met, and to work with colleagues to ensure consistency of approach and a high level of practice across the Trust.
21. To develop and maintain productive, proactive employee relations with colleagues and their representatives to develop good quality services, agree human resources change, resolve conflict and promote a harmonious working environment.
22. To assist the Trust Human Resources Management Team in the development of human resource strategies to ensure the employment and deployment of a well-qualified competent and motivated workforce in order to improve the quality of services to customers/users.
23. To develop and deliver training and awareness sessions for managers in relation to relevant human resources practices and new employment legislation within the remit of the role.
24. To develop and deliver training and awareness sessions for managers in relation to the onboarding and induction process

25. To research information and use in-house information systems to provide HR reports as required.
26. To support the provisions and Trust in strategic planning, advising managers on workforce issues and participating in the planning processes.
27. To undertake and manage specific projects and to work with others to develop, implement and review human resources policies and procedures, which reflect employment and work style patterns, and meet the needs of the provision and Trust.
28. To develop and maintain systems for performance management in line with Trust and provision requirements.
29. To ensure that all HR processes are always GDPR compliant.
30. The post holder will be required to work at all provisions across the Trust and provide sickness and absence cover for other members of the Department of Human Resources personnel, as required.

Safeguarding

1. To share the College's commitment to promoting and safeguarding the welfare of children and young adults.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you encounter.
3. To follow and promote Keeping Children Safe in Education and working together to safeguard Children in addition to the Young People and Adults at Risk Safeguarding Policy.

General

1. To share the Trust's commitment to promoting and safeguarding the welfare of students.
2. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
3. To actively support and promote equality and diversity throughout the Trust.
4. To work co-operatively with other staff within the Trust.
5. To work with students as and when required.
6. To comply with all the policies and procedures of the Trust.
7. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
8. To be responsible for the care and development for your working area.
9. To deliver training or development opportunities as required.

10. To maintain a 'duty of candour' and to always be open and honest, ensuring that concerns are raised promptly through the appropriate management routes.
11. To attend meetings and supervision as required.
12. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
13. To undertake work related continued professional development (CPD) as required by the post.
14. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
15. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Human Resources Manager role will be a standalone role, with no direct line management but may be required in the future to line manager HR Advisors/Officers/Assistants

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Human Resources Manager

The following are the criteria that will be used for Shortlisting

Essential Skills and Experience:

- A track record of managing an HR Operational Service within education is essential
- CIPD qualified and registered with CIPD or equivalent qualification and experience is desirable but not essential
- Effective knowledge of employment legislation and HR best practice and its practical application is essential
- Significant experience of managing complex casework and coaching others within the team to increase their knowledge, skills and experiences
- Experience of delivering training and other learning interventions
- Good IT skills and experience of using HR systems
- Ability to manage use of time effectively and deal with conflicting priorities
- Ability to demonstrate high levels of discretion and confidentiality
- Experience of working within a complex organisation
- Knowledge or willingness to learn about the vision, values, purpose and method of Ruskin Mill Trust in relation to the works of John Ruskin, William Morris and Rudolf Steiner
- Adaptable and shows initiative
- High level of personal resilience
- Good communication skills
- Demonstrable experience of using influencing skills to engage with stakeholders at all levels

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Ruskin Mill Trust	Within first 2 weeks of employment	2-week programme
	Safety Intervention Training	At first available opportunity	2 days
	PREVENT training	Within 1 week of commencing role	1 hour
	Safeguarding - Internal Policies and Procedures	1 st week in the role	2 hours
	Safer Recruitment Training	Within 2 weeks of commencing the role	4 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
	Craft activities as agreed with line manager	1 year	Variable