



HEAD OF HUMAN RESOURCES

This is a role within the Trust

Job Description & Person Specification

January 2018

Job Description

Job Title:	Head of Human Resources
Accountable to:	Director of Finance
Salary:	£45,666 to £50,455
Contract:	Full Time and permanent

Working Hours

The post is flexible, but you will be expected to work during term time and take annual leave during school holidays.

36 hours per week, 52 weeks per year

Core Purpose

To lead strategically and direct a responsive, effective and professional HR function, which adds value to the Trust and each of the academies.

To provide the full portfolio of professional HR services including policy development, compliance, contract management, recruitment, retention and professional development for all Trust employees.

The Director of Finance will undertake performance management of the Head of Human Resources.

Key Priorities

- To lead and manage the HR function within and across the Trust by devising and implementing an HR strategy that supports the goals of the Trust.
- To construct and implement a suite of HR policies which support the strategy and goals of the Trust and are compliant with local protocols and wider employment law.
- To ensure consistent approaches to the support and management of staff across the Trust.
- To support the Trust's payroll function

Duties

The Head of Human Resources will:

1. Identify child safeguarding concerns by being vigilant for signs of abuse or neglect.
2. Take appropriate action and report concerns to the Designated Person for safeguarding and follow the Trust's child protection and safeguarding policies.
3. Maintain an attitude of 'it could happen here' when it comes to safeguarding.
4. Be a role model and take a lead in ensuring excellent professional practice across the Cirrus Primary Academy Trust.
5. Ensure equal opportunities with regard to all aspects of practice and provision.
6. Undertake any other duties as may reasonably be directed by the CEO.
7. Work outside the Trust as requested to support other schools.

8. Participate in any arrangements for the appraisal of your performance as Head of HR and commit to furthering your professional knowledge and skills through identification of training needs and participating in further training.
9. Work from a base in a Trust school office and assist with covering office administration duties within that school.
10. Work with Trust staff and with nominated contacts in each of the Trust's academies to identify their needs.
11. Ensure all HR procedures, policies and practices are developed in line with the Trust's strategic objectives ensuring the Trust is an employer of choice and legally compliant.
12. Advise Trust schools in the management of employee relations, including performance management, disciplinary, grievance, absence management, and restructure and redundancy in line with Trust policies and procedures.
13. Oversee and/or take responsibility for the effective management of cases across the Trust ensuring their progress in a timely manner in line with Trust policies and with appropriate support for schools.
14. Develop and implement an annual agenda for HR strategy in line with Trust strategies.
15. Provide information, reports and updates to the CEO, Trustees and Members when required.
16. Be responsible for ensuring that all HR contracts with external bodies offer the Trust value for money, are effective and support the Trust's strategies.
17. Advise in respect of and manage change, including workforce remodelling and organisational restructuring.
18. Comply with TUPE legislation and manage the successful transfer of staff into the Trust.
19. Ensure the Trust adheres to all legislation and conditions of the UK Visas and Immigration.
20. Identify opportunities for the academies within the Trust to share and consolidate HR best practice.
21. Be responsible for delivering appropriate HR training to meet the needs of staff throughout the Trust and make recommendations on cost-effective training and development programmes.
22. Lead on the staff pay and benefits strategy

23. Work with trade unions to consult on policy and procedure changes, and deliver a strategy to engage staff and schools with trade unions.
24. Introduce and manage a recruitment and retention strategy for the Trust which offers value and impact on staff turnover.
25. Actively promote the Trust's Equal Opportunities policy and observe the standard of conduct which prevents discrimination taking place.
26. Maintain awareness of and commitment to the Trust's Equal Opportunities policies in relation to both employment and service delivery.
27. Work under own initiative to ensure workload is prioritised and efficiently completed.
28. Maintain up-to-date knowledge of changing employment legislation and new developments and innovations in the field of HR, to maintain high standards, meet statutory obligations and ensure continuous improvement,
29. Lead and oversee the implementation and continuous improvement of HR systems and processes, including payroll processing, pension arrangements, recruitment, absence monitoring and OH referrals, performance management and appraisal, and other operational areas
30. Ensure that the Trust is compliant with equality legislation, in terms of arrangements for pay and conditions across its academies, giving professional recommendations and implementing action plans to address any inconsistencies of approach
31. Ensure that HR record keeping including the Single Central Record is accurate and compliant across the Trust
32. Oversee statutory returns in relation to HR e.g. School Workforce Census
33. In conjunction with the Finance Director manage the administration of Teachers' Pensions, Local Government Pension Scheme and any other pension scheme offered by the Trust. to ensure member records are updated, maintained and accurate
34. Oversee the Trust's payroll function to ensure it is effective, accurate and timely and that all payments and statutory returns are submitted on time.

Person Specification

Essential Requirements

1. Educated to degree level or equivalent
2. CIPD qualification
3. Significant experience in an HR advisory role to managers/leaders on employment law and management of staff
4. Ability to act as a business partner to senior and line managers across multi sites
5. Experience of developing, updating and implementing HR policies and procedures
6. Experience of managing and delivering organisational change e.g. TUPE, managing redundancies etc.
7. Up-to-date knowledge of employment legislation
8. Proven, excellent ability to manage projects and tasks with conflicting priorities and timescales
9. Capability for strategic thinking and problem-solving
10. Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively. Sensitive and emotionally literate negotiation skills
11. Excellent IT skills i.e. Outlook & MS Office
12. A thorough understanding of data protection principles and integrity and confidentiality regarding personal data
13. An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity.
14. A firm commitment to equal opportunities
15. Strong desire to learn and grow professionally

Desirable Requirements

1. Experience of working in a HR role within the Education sector.
2. Up-to-date knowledge of effective HR strategies and policies within the education sector
3. Knowledge of the Local Government and National education system
4. Experience of working with Trade Unions
5. Pensions administration experience