

Job Description

General Information

Job Title: Trust HR Officer **JD Code:** JDC11

Faculty/Department: Trust HR

Reports to: HR Assistant Director

No. (and job title) of reports: N/A

Line Management:

The post holder will be accountable to the Assistant HR Director for all initiatives related to this post.

Job Purpose/Summary:

To support implementation of approved HR strategy. To undertake casework, and provide advice and support in a solution-focussed manner to senior leaders at Trust schools.

Key Tasks and Accountabilities:

Employee Relations

- Offer advice to managers in relation to policy and procedure within clearly defined protocols, escalating more complex issues to senior colleagues.
- Assist in formal meetings, undertaking such tasks as may be required by the Assistant HR Director.
- Monitor legal updates, trends and external influences to make recommendations for change and improvement.

Policies

- Support continuous monitoring, evaluation, and review Trust HR policies and procedures, and management guides, including the range of template letters and flow charts for use by schools.
- Liaise with local school staff to ensure understanding of and compliance with policies.

Absence Management

- Ensure schools have a proactive approach to absence management by advising on the correct procedures to be followed in managing staff absence and sickness.
- Advise schools on occupational health recommendations, stress risk assessments, phased returns, and reasonable adjustments.

Recruitment

- Case advice & support, including assisting in preparation of references.
- Support schools to ensure all preliminary checks required by legislation, the regulatory/inspection framework and school policies, including enhanced DBS, eligibility for UK employment, reference, qualification verification and probation checks are completed to the required standard.
- Issue employment offer letters and contracts on behalf of all academies within the Trust.

Contracts and Outsourced Payroll

- Case advice & support.

Performance Management

- Help encourage, monitor, and embed a consistent performance management framework across all academies within the Trust.
- Deliver training on the appraisal software as required.
- Case advice & support.

Learning & Development

- Advise senior managers on appropriate staff training and development procedures.
- Maintain central HR training log to ensure each school has appropriately trained leaders to execute HR policies.
- Deliver training on HR matters.

Discipline & Grievance

- Advise on correct procedures to be followed in managing staff grievance and discipline.
- Support managers with preparation of formal disciplinary, grievance and capability documentation.
- Undertake disciplinary and grievance investigations and / or chair disciplinary and grievance hearings as appropriate.

Maternity, Paternity & Shared Parental Leave

- Advise on correct procedures to be followed in managing staff taking leave.

Trade Union relationship

- Support local JCC meetings at schools.

Additional Duties

- Assist in managing change to support initiatives and change projects such as TUPE.
- Maintain own continuing professional development, keeping up to date with legal requirements and relevant HR developments.



- Maintain appropriate confidentiality of information relating to the Trust and its employees and maintain compliance with the Data Protection Act.
- any other duties reasonably requested by the CEO, Chief Operations Officer and/or Line Manager.

All members of staff are expected to undertake a collective responsibility for ensuring that:

- The office/kitchen area is kept tidy at all times.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE |
|--------------------------------------|--|---|
| A. Education and training | <ul style="list-style-type: none"> GCSE grade C or above in English and Mathematics or equivalent CIPD Qualification or relevant degree. | <ul style="list-style-type: none"> Evidence of recent relevant CPD |
| B. Skills and abilities | <ul style="list-style-type: none"> Ability to write reports to a high standard. Competent user of ICT (Microsoft Office) Able to interpret policy and procedure accurately and within current legal frameworks to manage HR risk. Highly developed influencing and communication skills. Ability to manage multiple projects with conflicting priorities and deadlines. | |
| C. Experience & Knowledge | <ul style="list-style-type: none"> Proven ability of working collaboratively with senior managers a strong track record for supporting employee relations case management e.g absence, capability and grievance. Experience of working with trade unions at local or regional level. Experience of implementing performance management systems and processes. | <ul style="list-style-type: none"> Previous experience of working in an HR function in an educational establishment. Knowledge of STPCD and NJC terms and conditions for teachers and support staff. Experience of working with safer recruitment guidelines and safeguarding policy and procedure (including DBS checks) Experience of implementing talent management and wellbeing programmes/initiatives |
| D. Personal qualities | <ul style="list-style-type: none"> Commitment to the values and ethos of the Trust. Self-motivated and hard-working team player Sense of humour and optimism | |

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| E. Approach to work | <ul style="list-style-type: none"> • Willingness to be flexible and work to meet the best interest of the Trust • Open, honest and approachable • Articulate and confident • Driving licence and access to own vehicle | |
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In addition, the post holder should:

- share the Trust’s vision for every school to be an outstanding school where every child receives an exceptional education, and follow all Trust policies.
- be flexible and adapt to change.
- have a pro-active approach to his/her work and demonstrate initiative and rigour.
- have excellent attendance.
- be a role model and act as an ambassador for the Trust in and outside of the Trust by speaking positively about the school in the community; upholding a ‘Commitment to Excellence’ at all times; by dressing appropriately in smart attire.
- undertake training when necessary to enable him/her to perform all duties effectively.

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.