

Role	Grade	Reports to
Employee Relations Lead	Grade 8	Deputy Head of HR

### **Main purpose of the job**

The HR team is responsible for providing strategic and operational support to the Trust through engagement with senior leaders, managing relationships with unions and providing a high-quality HR service to all stakeholders.

- The Employee Relations Lead has a specific focus on achieving a positive employee relations environment, responsible for leading the HR Advisory team, whilst supporting leaders with all people management cases through to resolution and building trusted relationships with key stakeholders throughout the organisation
- To be responsible for a wide variety of case work, support formal meetings and consultation in a unionised environment
- To oversee the HR Advisor team, providing guidance, training and support to the HR Advisors to ensure schools within the Trust are provided with timely, legally compliant and pragmatic advice
- To monitor and review cases across the Trust, ensuring that any concerns are proactively identified and developing appropriate plans to support line managers, school and Trust leadership and the wider staff team

### **Key relationships**

This role is part of the Central Trust HR Team, working closely with school and Trust leadership, line managers and colleagues across all sites. Externally, the postholder works with relevant suppliers e.g. legal advisors, occupational health and payroll.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

### **Main accountabilities:**

#### **Advisory Support**

- Provide oversight, direction, coaching and advice to a team of HR Advisers who provide first line employee relations advice and end to end case management of all people issues
- Develop and maintain strong ER governance, controls, and quality assurance of the advisory support provided to ensure the approach taken is appropriate, embodies the Trust's values whilst appropriately managing risk
- Ensure appropriate advisory support is provided in a timely manner, with on-site support available as required
- Manage and advise on a broad range of complex employee relations cases including but not limited to capability, conduct issues, grievances and attendance management ensuring a business-focused, risk-managed outcome
- Support organisational change programmes including restructure and TUPE
- Build strong relationships with school and Trust leadership, developing in depth intelligence about schools in order to recommend and deliver strategic initiatives as required

***Prosper Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

- Utilise expert knowledge on policies, terms and conditions and relevant legislation, to ensure all HR issues are managed effectively, evidencing good practice and compliance
- Manage liaison with and referrals to HR service providers including legal advisors, occupational health and payroll
- Ensure that the most up-to-date version of Trust HR policies and procedures are being followed, giving practical support in implementation (e.g. coaching managers or delivering briefing sessions, drafting/reviewing formal documentation) Support the development and implementation of HR strategies and policies, ensuring they comply with employment law and best practice, and are aligned with the Trust's values, needs, and business objectives
- Contribute to a positive employee relations culture, respecting and developing effective channels of communication with recognised Trade Union representatives
- Work collaboratively with school leadership to achieve successful resolution of cases informally where appropriate, utilising well-developed communication skills to prevent the escalation of issues
- Provide clear and appropriate advice when attending formal meetings, advising at hearings and undertaking investigations, liaising with the Trust's HR Legal provider as required
- Maintain accurate and up to date records of the advisory work undertaken
- Support HR and Executive Leadership team in conducting consultations with employees and trade union/professional body representatives
- Take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying

## **Developing organisational people management expertise**

- Coach and support line managers, school and Trust leaders in the management of cases, issues and queries identifying and advising on appropriate approaches and risk management and the implications of policy and strategy
- Support the development of people management capability in schools, including developing and delivering training as appropriate
- Produce accurate reports to support understanding of patterns and trends and ensure school and Trust leadership are able to draw upon these insights to inform decision making
- Audit and report on school compliance with human resources policies, make appropriate recommendations for improvements and flag up any concerns identified with HR, Trust and school leadership
- Review and improve the provision and use of HR data and other management information in order to inform HR priorities
- Take a lead role on policy review and development, ensuring appropriate templates, resources and toolkits are provided to support colleagues across the Trust

## **Other responsibilities**

- Support the achievement of the Trust improvement plans
- Proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency. Ensure that quality standards and deadlines are met, priorities are identified and delivered to deadline and, where concerns arise, resolve these quickly and effectively
- Support Trust and school leadership with embedding core values and behaviours

***Prosper Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

- Attend Trust and school events as required and make a positive contribution during such events
- Maintain specialist HR knowledge including developments in best practice and legislation
- Undertake HR administration as required and ensure relevant systems are maintained
- Support ad hoc HR projects as required

### **People management**

- Full line management of HR Advisors including recruitment, probationary period management, performance management, absence management and staff development

### **All employees in the Trust are expected to:**

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and key policies including the Trust's Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations  
Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Demonstrate a commitment to continuous professional development and support the Performance Management process
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
<b>Qualifications</b>		
CIPD qualified or equivalent qualification (or qualification by experience) in HR	Essential	Application
Accredited in job evaluation	Desirable	Application
<b>Knowledge and Experience</b>		
Substantial experience of dealing with complex HR case work including advising on HR policy, and employment law across a broad range of issues	Essential	Application, Interview
Understanding of relevant policy, procedure, employment law and good practice in relation to schools, ability to assess implications and articulate risk	Essential	Application, Selection task
Ability to problem solve both operational and strategic issues through a pragmatic and commercially sound approach	Essential	Application, Interview
Excellent verbal and written communication skills with the ability to relate to all sectors of the school community and external stakeholders	Essential	Application, Interview
Ability to follow procedures, pay attention to detail and produce accurate work	Essential	Application, Interview
Ability to absorb a wide range of information, identify key issues and maintain confidentiality	Essential	Application, Interview
Experience of working in HR in a school setting, demonstrates an understanding of teachers' and support staff terms and conditions and an understanding of the school context	Desirable	Application, Interview
Experience of identifying trends, insights, process improvements and proposing suitable solutions	Desirable	Application, Interview, Selection Task
Advanced knowledge of employment law and ACAS guidelines and applying this in a workplace setting	Essential	Application, Interview, Selection Task
<b>Behaviours and Values</b>		
To be a committed professional, with experience to support the Trust in its next stage of development and able to articulate a clear vision for high quality HR and how this relates to high quality education	Essential	Application
To be able to produce good quality written documentation that effectively communicates key progress information to different audiences	Essential	Application, Selection Task
Demonstrates a collaborative, team working approach focused on solutions, improvement and supporting the vision, values and objectives of the organisation	Essential	Interview

Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders, Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview
Willing and able to travel between schools within the Greater Manchester area, and to flex working hours occasionally if required	Essential	Interview

### Review and Amendment

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.