

Job Description

Post:	HR Business Partner
Responsible to:	Head of HR
Main Location:	STOCCAT Central Office

Main Duties

- Contribute to and take the initiative in designing, implementing and evaluating HR processes, systems and procedures which improve HR practice.
- Benchmark performance against workforce indicators both within and external to the Trust, supporting development of plans to address issues.
- Design and deliver formal and informal training for HR colleagues on issues such as employment law and its applicability to the Trust. This will involve coaching and mentoring colleagues as well as information sharing.
- Working with finance and HR Systems colleagues, ensure that iTrent accurately reflects workforce structures, and develop robust business intelligence on a full range of workforce KPIs.
- Develop best practice and compliance with Safer Recruitment requirements across the Trust.
- Provide Senior Leaders and people managers with professional, comprehensive and timely advice and support on complex, sensitive and contentious HR issues, including change management and TUPE, with minimal supervision, ensuring that organisational and legislative requirements are met, and the highest standards maintained.
- Support positive employee relations including undertaking complex casework, supporting the HR Advisors in the resolution of workplace disputes.
- Monitor ER casework and identify hotspots where additional developmental input with people managers is required.
- Provide coaching and training in order to develop people managers' skillsets as required when managing complex and highly sensitive people issues.
- To lead on HR projects as required.
- To be a senior member of the HR service, deputising for the Head of HR and supporting and coaching HR colleagues, ensuring that learning is shared across the service.
- Line management responsibility for HR Advisor/s.
- Initiate and maintain productive and constructive working relationships with representatives of the recognised Trade Unions as an aid to issue resolution and employee engagement.
- Such other relevant duties commensurate with the grade of the post as may be assigned to you, in consultation with you.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.

- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
Level 7 CIPD qualification	E	A/C
Chartered membership of the Chartered Institute of Personnel & Development or equivalent	E	A/C
Evidence of continuous professional development	E	A/I
Educated to degree level in Human Resources or equivalent knowledge acquired through experience	D	A/I
Knowledge & Experience		
Experience of working at a senior level in an HR environment in a medium/large, complex organisation	E	A/I
Extensive experience of developing and delivering customer focused employment/HR policies working in close partnership with Senior Leaders, managers and trade unions	E	A/I
Experience of acting as a change agent, working proactively in a collaborative and supportive way to make organisational change happen	E	A/I
Experience of advising and coaching managers and colleagues on HR practices including supporting complex employee relations issues	E	A/I
A proven track record of dealing with a significant level of complex HR casework (up to and including dismissals) in order to be able to talk credibly with Senior Leaders and operational colleagues	E	A/I
Experience of using an HRIS to produce meaningful data to inform decision making and strategic thinking	E	A/I
Experience of working in HR within the primary and secondary education sector	D	A/I
Experience of negotiating settlement agreements and tribunal applications	D	A/I
Experience of using iTrent HR and Payroll system	D	A/I
Knowledge of HR best practice, employment law, current thinking and developments in HR policy and practice.	E	A/I
Knowledge and understanding of the full employee lifecycle	E	A/I

Knowledge of the current challenges facing the primary and secondary education sector	D	A/I
Knowledge of the key national conditions of service and terms and conditions that pertain to employees within schools	D	A/I
Technical Skills & Ability		
Ability to analyse and interpret highly complex and varied workforce problems and to develop a range of solutions	E	A/I
Ability to build personal credibility by demonstrating the Trust's values, building trust with stakeholders within the Trust and proactively contributing to organisational success	E	A/I
The ability to work autonomously, leading on HR project work across the Trust	E	A/I
Proven negotiation and influencing skills	E	A/I/R
Ability to coach and mentor colleagues and senior managers	E	A/I/R
Ability to work with unpredictable situations and under pressure and to tight deadlines	E	A/I/R
Excellent oral and written communication skills, with an ability to explain complex and contentious information clearly and concisely in a manner appropriate to the audience	E	A/I/R
Ability to line manage HR colleagues and support their development and manage effective performance	E	A/I
Ability to work with a high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality	E	A/I
Special working conditions		
Full driving licence and access to own car with business insurance	E	A/I/C
Willingness and ability to work at different sites	E	I
Personal characteristics		
Excellent written and verbal communication skills	E	A/I
Demonstrable administrative and organisational skills	E	A/I/R
Good people skills, including a welcoming and engaging manner	E	A/I/R