



JOB DESCRIPTION

Job Title:	HR Business Partner				
JE Code:	A4647	Evaluation:	547 points	Grade:	N8
Effective Date:	June 2026	Status:	Final		
Responsible to:	Head of HR				
Responsible for:	N/A				
Job purpose:	To deliver an effective HR business partnering service to designated clients within NEAT and NEAT Active Limited including contributing to the development and implementation of HR policy and business processes.				

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Through effective business partnering, support senior leaders to manage human resources and in particular: managing absence; performance management and capability; handling disciplinaries and grievances; recruitment and retention; reward and recognition; employee engagement; change management, restructuring, redundancy and redeployment.
- 2 Provide expert HR advice and guidance on individual casework, collective processes and all aspects of terms and conditions of employment.
- 3 Support the implementation of an effective employee relations framework, working in partnership with representatives of recognised trades unions, and take a lead role in communication, consultation and negotiation.
- 4 Assist in the training and mentoring of line managers and colleagues to enable them to make "right first time" employment decisions consistent with the trust's vision and values.
- 5 Analyse quantitative and qualitative workforce data to enable effective decision-making at trust and school level.
- 6 Undertake any necessary research and analysis and contribute to the development of trust-wide HR policies and OD projects.
- 7 Contribute to the improvement of the trust's HR business processes in collaboration with staff throughout NEAT and NEAT Active Limited and our external payroll provider.

Trust responsibilities

- 1 Work to fulfil the vision and values of the trust.

- 2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 6 Participate in appraisal, training and development and other activities that contribute to performance management.
- 7 Attend and participate in regular team and 1:1 meetings.