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| **Post Title:** | HR Business Partner |
| **Responsible to**: | Head of HR |
| **Salary**: | £45,000 to £55,000 per annum |
| **Working Pattern**: | 37 hours per week, on site with flexibility. |
| **Contract:** | Permanent |

**Key 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.
* To work within Trust policies and procedures.
* To take care of your own and others’ health and safety.
* Commitment to undertake continued professional development.
* Commitment to safeguarding and protecting the welfare of children and young people.
* Commitment to sustaining regular attendance at work.
* Such other relevant duties commensurate with the grade of the post as may be assigned to you, in consultation with you.

*The Trust is committed to safeguarding and promoting the welfare of all students and we expect all applicants to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All appointments will be subject to an enhanced DBS disclosure, including a Children’s barred list check and satisfactory referencing. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.*

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| **HR Business Partner**  **Person Specification** | | | |
|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| **Education & Qualifications** | Level 7 CIPD qualification  Chartered membership of the Chartered Institute of Personnel & Development or equivalent.  Evidence of continuous professional development. | Educated to degree level in Human Resources or equivalent knowledge acquired through experience. | Application form  Evidence of qualifications to be provided at interview. |
| **Experience** | Experience of working at a senior level in an HR environment in a medium/large, complex organisation.  Extensive experience of developing and delivering customer focused employment/HR policies working in close partnership with Senior Leaders, managers and trade unions.  Experience of acting as a change agent, working proactively in a collaborative and supportive way to make organisational change happen.  Experience of advising and coaching managers and colleagues on HR practices including supporting complex employee relations issues.  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.  Experience of using an HRIS to produce meaningful data to inform decision making and strategic thinking. | Experience of working in HR within the primary and secondary education sector.  Experience of negotiating settlement agreements and tribunal applications.  Experience of using iTrent HR and Payroll system. | Application Form  Application Form/Interview and/or Assessment  Application Form/Interview  Application Form/Interview  Application Form/Interview and/or Assessment  Application Form/Interview |
| **Skills & Abilities** | Ability to analyse and interpret highly complex and varied workforce problems and to develop a range of solutions.  Ability to build personal credibility by demonstrating the Trust’s values, building trust with stakeholders within the Trust and proactively contributing to organisational success.  The ability to work autonomously, leading on HR project work across the Trust.  Proven negotiation and influencing skills.  Ability to coach and mentor colleagues and senior managers.  Ability to work with unpredictable situations and under pressure and to tight deadlines.  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.  Ability to line manage HR colleagues and support their development and manage effective performance.  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. |  | Application Form/Interview and/or Assessment  Application Form/Interview  Application Form/Interview    Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview and/or Assessment  Application Form/Interview and/or Assessment    Application Form/Interview |
| **Knowledge** | Knowledge of HR best practice, employment law, current thinking and developments in HR policy and practice.  Knowledge and understanding of the full employee lifecycle. | Knowledge of the current challenges facing the primary and secondary education sector.  Knowledge of the key national conditions of service and terms and conditions that pertain to employees within schools. | Application Form/Interview and/or Assessment  Application Form/Interview and/or Assessment |
| **Work Circumstances** | Ability to travel to various sites when required.  Able to work flexibly to meet the demands of the service. |  | Application Form/Interview |

**Safeguarding:**

As an employee of the Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

**Equality, Diversity and Inclusion:**

The Trust is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

**Health and Safety:**

You are responsible for duties as specified within the Trust’s Health and Safety Policies.