

Job Description

Job title	Trust HR Manager
Role level	MVLT 13
Grade/salary	Grade K
Responsible to	Chief Operating Officer
Hours of work	36 hours
Base	Central trust offices with travel to schools across the Trust as required.
Key relationships	

Job statement (purpose)

- Under the direction of the Chief Operating Officer (COO), you will manage the day-to-day operation of the Trust HR Team ensuring compliance with relevant legislation and best practice. You will advise and support the Academy Leadership Teams in all aspects of people management. You will also lead on key HR projects across the Trust.
- The role is responsible to the COO and you will support the development of the HR Team in line with the People Strategy and development plan. You will analyse data through our internal systems to prepare updates and report to the COO on a regular basis.

Indicative knowledge, skills and experience

- Significant experience in HR roles.
- Knowledge, skills and experience equivalent to national qualifications Level 5 in HR.

Responsibilities

Key duties

Under the direction of the COO, with the following responsibilities:

- To support the Academy leadership teams and Headteachers in all aspects of people management as directed.
- To lead, advise and attend meetings on complex employee relations matters.
- To conduct and advise on complex disciplinary, grievance and absence meetings.
- To lead on key projects such as restructures, job evaluation documentation process and implementation and TUPE matters.
- To contribute to the delivery of effective administration systems within the trust and to contribute to the development and monitoring of support services and/or management of staff.
- To oversee recruitment processes.
- To project manage HR systems implementation and other HR related project work across the Trust.

Support Management

- As a result of on-going multi academy trust development, support, as necessary, the due diligence processes in respect of new academies joining the Trust.
- Provide on-going support to the Trust in respect of areas of expertise as detailed further in this job description as and when required.
- Organise and monitor and deliver support systems/procedures/policies including the creation of toolbox talks and toolkits.
- Advise and support the process of investigating HR issues (e.g., disciplinary matters, grievance procedures).
- Support liaison with professional associations.
- To maintain an awareness of changing employment legislation.
- Ensure internal systems are updated to reflect all staffing changes (e.g., email distribution lists, telephone list, employee handbook, information on network drives and website).
- Support the Trust leadership in promoting staff welfare.
- To undertake specific HR projects under the direction of the COO or Chief Executive.
- Support the Trust leadership in planning, developing, designing, organising and monitoring support systems/procedures/policies.
- To support the COO with Trade Union consultation and policy updates.
- Lead job evaluation processes ensuring that the Trust grades roles correctly.

Employee Relations, Advice and Guidance

- To provide advice and support to the Trust HR Team on capability, disciplinary, grievance, redundancy, restructure, safeguarding, dignity at work, diversity, equality, sickness and other absence cases and escalate as necessary to the COO.
- To provide regular updates to the COO regarding case and risk management to ensure a successful outcome.
- To attend JCNC meetings and take part in consultation across multiple HR activities.

Recruitment and Retention

To oversee the support of the recruitment process including:

- Coordinating and managing our recruitment processes from advertising to appointment including supporting documentation and systems utilising the rest of the team.
- To sit on interview panels, conducting interviews and ensuring safer recruitment guidelines are adhered to.
- In addition:
 - Manage and spot check the safer recruitment process including relevant checks (e.g., DBS)
 - Ensure the maintenance of the Trust Single Central Record in line with Ofsted safeguarding requirements.
 - Ensure the effective management of pre-employment checks (e.g., medical, references) at Trust level.
- Develop and manage the on-going maintenance of the Trust Induction Pack and Employee Handbook.
- Utilise contacts in order to secure apprentices for the Trust in line with our target.

Professional Development

- Ensure that accurate records are kept regarding CPD, teacher trainees and placement opportunities.

Managing Attendance at Work

- Utilise system data to analyse attendance issues and direct resource to assist.
- Escalate any serious concerns to the COO.
- Ensure that support programmes are in place in order to minimise sickness absence and support staff returning to work after long-term absence.
- Carry out return to work interviews where necessary.
- Conduct appropriate warnings in line with managing attendance at work procedure where necessary.
- Manage with sensitivity long term sickness cases which may lead to early retirement/dismissal.

Support Organisational Management

- Manage Trust JCNC meetings including agenda setting and action tracking and delivery.
- Attend meetings as required, takes notes, prepare and distribute agendas / minutes / notes.
- Provide advice and guidance to staff on complex issues.

Financial Management

- To be personally accountable for delivering services efficiently within budget and to implement any approved savings and investment allocated to the service area.

Safeguarding

- Work in line with statutory safeguarding guidance (eg Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the designated safeguarding leads (DSLs) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Corporate Responsibilities

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- Comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Accountability

- The post holder will be responsible for managing their own workload.
- The post holder is accountable for ensuring that duties are carried out in accordance with generally accepted best practice and the Trust's policies and procedures.
- Assist in developing training programme for support staff.
- To work co-operatively with others towards shared goals.
- To promote and ensure the health and safety of students, staff, and visitors always.

Professional development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting health, safety and compliance.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff.

Safeguarding

To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

Equality and Diversity

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The post holder is also required to

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all Trust and school-level policies. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of

your employment you may be required to undertake various other duties as may reasonably be required.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration I accept this job description.	
Print Name:	
Signature:	
Date:	

Person Specification

Trust HR Manager

Category	Essential/ Desirable
Education and Qualifications	
<ul style="list-style-type: none"> At least Associate Membership of CIPD / working towards CIPD qualification or equivalent experience. 	E
<ul style="list-style-type: none"> At least CIPD Level 5 or equivalent experience. 	E
Experience	
<ul style="list-style-type: none"> Experience of development, management and operation of efficient and effective administrative systems. 	E
<ul style="list-style-type: none"> Experience of working in an HR role for a minimum of 5 years, with a strong record of accomplishment of employee relations case management, such as discipline, capability, absence, grievance and redundancy. 	E
<ul style="list-style-type: none"> Experience of contributing to the development and implementation of HR policies in line with employment law. 	E
<ul style="list-style-type: none"> Experience of contributing to the development and implementation of HR policies in line with employment law. 	E
Knowledge and Skills	
<ul style="list-style-type: none"> Ability to successfully lead a team and line manage staff. 	E
<ul style="list-style-type: none"> In depth knowledge of current employment law. 	E
<ul style="list-style-type: none"> Knowledge of performance management systems and pay/grading frameworks in education. 	E
<ul style="list-style-type: none"> Ability to manage a varied and complex workload as well as delivering to timescale. 	E
<ul style="list-style-type: none"> Good working knowledge of relevant policies / codes of practice and awareness of relevant legislation. 	E
<ul style="list-style-type: none"> Very good numeracy / literacy skills. 	E
<ul style="list-style-type: none"> Very good ICT skills. 	E
<ul style="list-style-type: none"> Very good presentation skills. 	E
<ul style="list-style-type: none"> Ability to manage own workload and work on own initiative. 	E
<ul style="list-style-type: none"> Ability to organise, lead and motivate other staff. 	E
<ul style="list-style-type: none"> Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. 	E
<ul style="list-style-type: none"> Excellent communication and interpersonal skills. 	E
<ul style="list-style-type: none"> Ability to remain calm under pressure. 	E
<ul style="list-style-type: none"> Highly motivated. 	E

<ul style="list-style-type: none"> • Excellent planning, organisation and negotiation skills. 	E
Personal Attributes	
<ul style="list-style-type: none"> • Builds personal relationships with stakeholders, through regular contact and consultation. 	E
<ul style="list-style-type: none"> • Coaches and empowers team members to take responsibility for ensuring customer care. 	E
<ul style="list-style-type: none"> • Understands the trust's development plan and how it relates to team and individual objectives. 	E
<ul style="list-style-type: none"> • Accepts, supports and quickly implements change. 	E
<ul style="list-style-type: none"> • Identifies and promotes best practice and encourage the sharing of ideas. 	E
<ul style="list-style-type: none"> • Proactively seek opportunities to increase job knowledge and understanding. 	E
<ul style="list-style-type: none"> • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. 	E
<ul style="list-style-type: none"> • Works with others to resolve differences of opinion and resolve conflict. 	E
<ul style="list-style-type: none"> • Requires minimum supervision. 	E
<ul style="list-style-type: none"> • Takes responsibility for own and team actions. 	E
<ul style="list-style-type: none"> • Identifies and overcomes barriers and manage risks. 	E
<ul style="list-style-type: none"> • Takes quick and effective action. 	E
<ul style="list-style-type: none"> • Demonstrates focused implementation of role and responsibilities. 	E
<ul style="list-style-type: none"> • Builds strong team ethos where everyone feels valued. 	E
<ul style="list-style-type: none"> • Provides timely, sensitive and honest feedback on performance. 	E
<ul style="list-style-type: none"> • Is accountable for own development and encourages the ownership of development needs amongst team members. 	E
Commitment	
<ul style="list-style-type: none"> • Committed to The Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust. 	E
<ul style="list-style-type: none"> • Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities. 	E
<ul style="list-style-type: none"> • Committed to own continual professional development. 	E
Other	
<ul style="list-style-type: none"> • Ability to travel to other Trust sites. 	E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.

