



JOB DESCRIPTION

Job Title: Human Resources (HR) Business Partner (HRBP)
Grade: PO3-4 (SCP 32-38)
Reporting to: Assistant Director of HR
Works with: HR Director and central HR team, Principals, Directors, SLT, leaders and managers for a portfolio of establishments, GORSE HR network, Employee/ trade union representatives and Governors

Responsible for:

Direct line management of HR admin partner for their portfolio of establishments and indirect responsibility for day-to-day management of HR Advisor team.

Job Purpose:

Working as a dynamic and experienced HR Business Partner (HRBP) within GORSE's central Human Resources team, under the leadership of the Director of HR and Assistant Director of HR, the HRBP plays a key role in aligning HR strategies with business objectives to support GORSE's vision, culture, and overall success. Partnering with a portfolio of establishments across GORSE, the Business Partner works closely with leadership and employees to provide HR guidance, build talent strategies, drive organisational development, and foster a positive workplace culture aligned to our values.

Central HR Support

- Provide specialist HR and strategic support and knowledge to a portfolio of academies across different phases.
- Partner with Principals, SLT, Director and other leaders to align HR initiatives with GORSE and establishment goals, supporting organisational targets and performance.

Recruitment, Onboarding and Talent Management

- Support leadership in the development of recruitment strategies and selection processes for teaching and non-teaching staff in their academies.
- Provide guidance on leadership development, succession planning, workforce planning and retention strategies, using previous insights and data.
- To oversee internal authority to recruit/ vary processes, reviewing business cases and providing HR insights and feedback.

Employee Relations

- Promote a culture of open and honest dialogue, inclusivity, and employee engagement across GORSE.
- Provide expert advice to managers and employees, addressing concerns and resolving complex cases in a constructive and timely manner.
- Work closely with leaders in establishments. efficiently and effectively manage employee relations caseloads at pace in a consistent manner to bring cases to early resolution within policy guidance, including performance management, absence management, disciplinary and grievance issues

Performance Management

- Support establishment leaders in driving performance and feedback processes, providing coaching and guidance to improve individual and team performance.

- Oversee robust management of colleagues in probation across the trust.

Employee and Organisational Development

- Support establishment leadership in change management initiatives and projects, including restructuring and reorganisations.
- Drive continuous improvement by supporting staff development initiatives, including training and Professional Development (CPD).

Compensation & Benefits

- Advise on compensation structures, employee benefits, and reward systems to ensure competitive and fair practices across GORSE.
- Identify and manage any cases, through management of change to seek to align with GORSE practice.

HR Compliance & Policy Guidance

- Support HR Director and Assistant HR Director in ensuring HR policies and practices are both reflective of best HR practice and compliant with UK legislation and regulations.
- Write, develop and implement GORSE HR policies and procedures to ensure alignment with GORSE vision and values.

Data-Driven Decision Making

- Analyse termly HR data and employee feedback for GORSE and for their portfolio of establishments to identify trends and opportunities for improvement.
- Present insights to establishment leadership to drive decision-making.

Culture & Engagement and Wellbeing:

- Foster a positive, inclusive, and productive workplace culture by supporting employee engagement initiatives and promoting GORSE values.
- Develop and evolve staff wellbeing programs and initiatives, aligned to GORSE values.

Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
Minimum Level 5 qualification in Human Resources, preferably CIPD qualification.	E
Full UK driving license and daily access to a vehicle, as the role will involve working at all the academies within the Trust.	E
Knowledge and Skills	E/D
Strong knowledge and application of HR best practices, employment laws, and compliance regulations.	E
Familiarity with HR software and systems Excellent communication, interpersonal, and conflict resolution skills.	E
Data-driven mindset with the ability to analyse and use HR metrics to influence business decisions.	E
Ability to manage multiple priorities and work in a fast-paced, dynamic environment.	E
Experience	E/D
Significant and proven experience as a HR Advisor, HR Business Partner or HR Manager, or similar HR role.	E
Experience in talent management, management of challenging and complex employee relations, and performance management cases.	E
Experience in managing organisational wide change programmes and organizational development initiatives.	E
Proven experience of building strong relationships with leadership, employees and representatives across all levels.	E
Experience of working in an education setting.	D
Continuous Professional Development	E/D
Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
Enhanced DBS Clearance	E

This job description provides a comprehensive overview of the responsibilities and qualifications for the role of Human Resources (HR) Business Partner (HRBP) which may evolve, commensurate with grade, as GORSE/ establishment needs change and evolve.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.