

Job Description for the Post of Human Resources Business Partner, Orchard Hill College & Academy Trust (OHC&AT)

Job Purpose:

To provide expert Human Resources (HR) advice, support and problem resolution service for Orchard Hill College and Academy Trust (OHC&AT), and external companies, known as Affiliates as part of the shared service provision, ensuring best practice in people management and working across multiple sites as necessary.

Functional Links:

The Human Resources Business Partner will have specific responsibility for School /Academy/ Trust/ Affiliate HR support and liaise with the School /Academy /Affiliate, Trust staff, students, Directors, Governors, parents, carers, professionals including police, social services, Disclosure and Barring Service, UKBA and Teachers' Pensions, volunteers, the public and visitors to maintain the high standards of the College and OHC&AT.

Reporting Relationships:

The Human Resources Business Partner will be expected to work under the direction of the Assistant Director of Human Resources.

Job Summary:

To use developed specialist HR knowledge to provide sound advice on complex multi-faceted situations, assessing risk and providing options' appraisals and possible solutions.

Facilitating and leading on good employee relations, supporting managers in effective implementation of all the OHC&AT, and Affiliates' HR policies.

To advise on current HR legislation and trends, both on a national and local level, including leading on and supporting managers at formal hearings.

To provide analysis of data to guide and support Management Teams to improve their performance.

To provide advice to senior managers in OHC&AT and Affiliates on complex HR issues e.g. TUPE, complex disciplinary matters, change management and diversity issues.

To update HR policies in accordance with changes in legislation and ensure that they are implemented correctly locally.

To undertake ad hoc projects for the Assistant Director of Human Resources, as and when required, including managing complex TUPE transfers for schools and colleges transferring into OHC&AT, and for Affiliates, implementing new HR systems and managing the process.

Key Responsibilities:

Business Partnering

1. Assist managers in OHC&AT with the business planning process enabling them to develop plans that deliver their objectives relating to staffing needs, liaising with colleagues in Finance and across OHC&AT as appropriate and ensuring that Trust policies are adhered to.
2. To support the implementation of HR strategy and policies. To support the development, implementation and monitoring of national and local HR initiatives.
3. To provide support to senior managers of OHC&AT, in the review of job roles and structures and to advise effectively on the development of service improvements and modernisation initiatives.
4. Advise managers on the implementation of all types of organisational change and changes to skill mix, grading and the contracts of individual members of staff including negotiations to change terms and conditions.
5. Ensure that managers involve and consult staff as appropriate.

6. To support the preparation of regular management information reports for presentation at directorate management group meetings.

7. Ensure the delivery of HR performance targets within designated services with particular emphasis on sickness absence, attendance, statutory regulation of health and other professionals and local induction. This will involve helping managers to identify how targets can be best achieved.

Employee Relations

8. To advise managers, staff and external companies on best ER practice in OHC&AT, ensuring that advice given complies with good employment practice, employment legislation and OHC&AT standards and policies.

9. Advise and support managers, individual staff and groups of staff on issues which can be complex and sensitive, in accordance with HR policies, procedures, current legislation and OHC&AT/ initiatives, including liaison with external agencies. This includes management of welfare issues, long term sickness, redeployment and redundancy, grievance and discipline.

10. Interpret key HR policies in order to advise managers on appropriate action in disciplinary, grievance, sickness, performance, change and other employee relations issues.

11. To review and create new HR policy documents and guidance in accordance with best HR practice and current legislation.

12. To assist the Assistant Director of Human Resources in gathering information for Employment Tribunals, as required.

13. To participate in the planning and implementation of modernisation and change programmes across OHC&AT, under the direction of the Assistant Director of Human Resources.

14. To advise managers on the implementation and consultation arrangements and statutory requirements for redundancy and redeployment in line with current legislation.

15. To facilitate constructive partnership working with staff representatives.

16. Liaison with external agencies on cases e.g. Home Office, Police, UK Border Agency, Counter fraud, DBS, external partner organisations, DFE.

17. Supporting managers to ensure that they are equipped in dealing with employee related issues. Coaching managers and leading on meetings to demonstrate best practice in employment relations.

18. To write complex formal documentation to support case work, or support managers in the drafting of formal documentation as appropriate.

19. Monitor absence levels, identify problem areas and develop action plans in conjunction with line managers.

20. Ensure that adequate notes of all formal meetings are made and kept which can be relied upon in subsequent internal meetings and Employment Tribunals.

21. To provide advice on safeguarding issues taking account of Child and Adult Protection Procedures and OHC&AT procedures.

Recruitment

22. Work with the Recruitment Business Partner and services across OHC&AT and affiliates to develop recruitment and retention strategies.

23. As part of a team, support the Recruitment Business Partner on recruitment and selection for job roles in OHC&AT, and support as appropriate, chairing, participating in and advising interview panels, shortlisting and assessment centres.

HR Operations

24. Take responsibility for maintaining the accuracy of data on all records and systems, including determining staff pay.

25. To take responsibility for the management of information related to the legal status of staff and their eligibility to work, for example work permits, Disclosure and Barring checks and professional registration.

26. Be familiar with the OHC&AT Payroll and computerised personnel systems; to oversee input and management of the systems by HR Administrators. To retrieve, analyse and report information as and when necessary.

27. Carry out job evaluation matching in accordance with the following schemes and terms and conditions: a. GLPC Evaluation System b. Local Lecturers c. Teachers

HR Initiatives

28. Develop an assigned area of HR practice in order to provide subject matter update to the HR team.

29. Design, prepare and run training and briefing sessions for managers and staff on HR and management practices. To co-deliver training with senior managers and other professionals as appropriate

30. Identify and support new ways of working and continuous improvement within HR to ensure a high performing, professional, and consistent service to OHC&AT

31. To support the HR team, induct new members of HR staff both within the team and those with a HR remit within OHCAT schools. To support, develop and coach the 5 members of the Operational team as requested by the Head of HR Operations to ensure they get the opportunity to

Student Facing Duties:

During your regular visits to school and/or college sites, In an emergency situation, you may be asked to support the SLT with ensuring the immediate safety of students and staff.

Other

32. To undertake Continuing Professional Development (CPD) and training to update your own skills and knowledge.

33. To promote safer recruitment including implementing new government guidance and training and updates for managers.

34. To carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.

35. To carry out other such similar duties that may be reasonably required by the Assistant Director of Human Resources, Director of Human Resources or by the Senior Leadership Team.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Human Resources Business Partner, Orchard Hill College & Academy Trust (OHC&AT)

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your

abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	Chartered Institute of Personnel and Development qualification or equivalent.	Desirable
Experience	Significant, successful experience of generalist Human Resources work, including supporting managers, preferably in an educational environment.	Essential
	Awareness of issues relating to people with learning difficulties, and willingness to work alongside students who may communicate through challenging behaviour.	Essential
Knowledge & Understanding	Sound knowledge of legislation and good practice relating to Child Protection and Safeguarding of Vulnerable Adults.	Essential
	Specialist knowledge of either Local Government or School/Academy conditions of employment (this may be gained after employment).	Essential
	Commitment to the promotion of Equality and Diversity.	Essential
Skills & Abilities	Able to operate at a senior level, advising and informing colleagues at all levels on policy, procedure and legislation relating to HR and tackling difficult and sensitive issues.	Essential
	Excellent organisational skills, in order to manage work to meet deadlines and ensuring accuracy.	Essential
	Ability to manage, coach, develop and supervise staff.	Essential
	Good ICT skills, including the use of Word, Excel and PowerPoint and HR systems to produce reports, policies and procedures, formal correspondence and statistical data.	Essential
	Highly numerate to ensure accuracy of pay and holiday calculations etc.	Essential
Personal Attributes	Excellent communication skills, including written skills.	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*