



JOB DESCRIPTION

Post title:	People Partner
Academy:	Laidlaw Schools Trust
Reporting to:	Senior People Partner
Salary/pay range:	NJC Scale PO4 (SCP 35-38)
Hours of work:	Full-time, all year round

Job purpose

The People Partner will provide a proactive, strategic and solutions-focussed business partnering service to a group of Academies within the Trust in line with Laidlaw Schools Trust (LST) values and strategic objectives. They will act as a conduit between the wider academy and central People service.

The People Partner will build strong relationships with senior stakeholders across a group of Academies in order to build organisation and people capability and shape and implement effective people activities. They will develop a deep understanding of LST internal and external contexts to tailor strategies and solutions to meet current and emerging organisational needs.

They will work closely with colleagues across the People team including other People Partners to lead and provide direction to others.

Main duties and responsibilities

- Develop, in partnership with key client stakeholders, targeted people priorities to meet the needs of the wider organisational strategy.
- Source and utilise employee voice insights and employee data to target operational activity.
- Design and develop workforce planning, attraction, selection and onboarding in client areas.
- Work closely with the finance partnering team to facilitate effective workforce and staffing budget planning to achieve a sustainable workforce within client areas.
- Have oversight of the Trust employee relations and wellbeing service to ensure it is solutions focused, reflects the trust values and people plan and leads to improved business outcomes. Contracting external support arrangement where appropriate
- Manage high-level employee relations casework including grievances, disciplinary investigations and whistleblowing.
- Support managers in carrying out investigations and hearings, taking an active role as required.
- Support and review effective employee relations and wellbeing systems and processes, ensuring they are developed and maximised to support efficient reporting, monitoring and management of casework and can provide meaningful data analytics.
- Ensure a learning approach to employee relations casework is adopted, implementing, and maintaining a process of case review for complex cases, involving appropriate stakeholders.
- Support growth of the trust through leading relevant TUPE and onboarding activities.
- Advise and support managers in organisational design, restructure, redundancy and redeployment where appropriate.

- Lead on the development and review of policy and procedure across the People function, ensuring all policies and procedures reflect up to date legal requirements as well as the Trust values and employer brand.
- Support and advise on contractual issues and ensure staff are appropriately engaged to maximise organisational performance.
- Support on the Trust approach and processes for job and pay review.
- Build and manage excellent working relationships with the trade unions and staff groups including support at JCC meetings.
- Support the Trust operational response to industrial action or trade union issues.
- Develop and support line managers to confidently deal with employee relations and wellbeing issues; designing and delivering training and support interventions to upskill and build competency across the Trust.
- Prepare and respond to early conciliation and employment tribunal matters.
- Seek and interpret legal advice as appropriate and assess it as part of a range of factors in decision making.
- Identify and contribute to People projects and working groups as appropriate.
- Undertake continuous professional development to ensure knowledge of legislation, case law and best practice in employee relations.
- Act as an ambassador for the Trust and the People team and role model the Trust values.
- Line manage Assistant People Partner and People Assistant where appropriate.
- Undertake any other duties commensurate with the role.

Other duties

- Carry out any other duties in accordance with the expectations of a People Partner at the reasonable request of the Senior People Partner.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.