

SUPPORT STAFF

JOB DESCRIPTION

| | |
|-------------------------------------|---|
| ROLE TITLE | Human Resources Business Partner |
| CONTRACTED HOURS | 37 hours per week, 52 weeks per year |
| LOCATION | Haverhill, Central Trust Team Schools across Suffolk, Cambridge, Norfolk, Essex and Havering. * The role will primarily serve schools in the Norfolk area and into Suffolk. |
| GRADE / SCALE POINT – SALARY | Grade 7, sp 30 - 35 |
| REPORTING TO | Senior HR Business Partner |
| RESPONSIBLE FOR | Associate HRBP / HR Advisor (when allocated) |

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all.

- Unity Schools Partnership is a family of interdependent schools with a shared ambition to transform lives.
- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all Trust schools, and the Trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are committed to the development of a very high-quality, evidence-informed model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust expects its work to be characterised by:



The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the Trust become routinely excellent, characterised by top quartile performance and with the capacity to support additional schools in the area that would benefit from being part of the Trust.

In order to achieve this ambition, the trust will focus on:

Excellent education – Our plans at secondary and primary aim at top quartile outcomes for pupils, with very high parental and external approval ratings of our special schools.

Excellent staff – Our People Strategy sets out an array of actions to ensure we become the employer of choice for school staff in the region

Excellent support for schools – At the core of our success is the support provided across the Trust for Heads and staff working in Unity schools, from a range of experts at the centre and in our schools

JOB PURPOSE

The purpose of the role is to operate as a Business Partner within an allocation of Trust schools and to provide Human Resource operational and strategic support as the link between HR and business needs. Working with the Senior HR Business Partner and Director of Human Resources, you will contribute to the development and implementation of the Trust's objectives and workforce strategy. You will take responsibility for agreed areas within the Trust and act as an advocate of change and modernisation in support of the Trust and workforce strategies. You will also be required to take the lead on corporate Human Resource issues in a specific area, including policy development, and be responsible for implementation on a Trust wide basis.

You will be the point of contact for a designated number of schools across the Trust; however, you may be required to support any of our Trust schools, including new schools. You will be expected to attend regular meetings at your schools, as well as attend the Trust office as your central base. You will take on cases escalated from the Associate HRBPs and work closely with the transactional HR, finance and payroll teams on contractual, pay, pensions queries etc.

KEY TASKS AND RESPONSIBILITIES

The HRBP will be part of the Unity Schools Partnership HR team and will be responsible for providing a high quality, comprehensive, customer focused service to managers and staff within the Trust. You will liaise with a number of key stakeholders including the Trust's Executive Team, Central Team, Headteachers, school staff and trade unions.

The postholder will:

- work with the Associate HRBPs, Senior HRBP, Director of HR and the broader HR team in supporting the implementation of the Trust's People Strategy.
- act as the employee relations lead to co-ordinate, manage and ensure delivery on specific agreed areas of work / projects.
- provide advice and support to managers on dealing with people management issues through the various stages of the employee's life cycle informal/formal stages.
- coach and up-skill managers to proactively manage staff within bounds of Trust policies.
- be responsible for supporting managers on the formulation of solutions to any HR issues within scope.
- support the training and development of managers in the development of their people management skills, knowledge of Trust policies & procedures and best HR practice.
- support the organisational objectives and working collaboratively with other central team members including finance, payroll and senior leaders.

Key Result Areas & Performance:

Relationship with services and team

- To integrate with the allocated schools and embed HR within the Trust, working as the HR lead and generalist with senior leaders, calling on and using the Senior HRBP and Director of HR as a point of escalation when required.
- To take a lead role in improving the skills and competence of managers through the identification of training needs, delivering on-the-job management training and by using coaching and mentoring techniques to complement the wider training programme offered within and outside of the Trust.

Workforce Development and Planning

- To support the development of a workforce plan for the Trust and contribute towards the development and delivery of the overall Trust Workforce Strategy.

- To work with the Senior HRBP and Director of HR in designing and delivering innovative organisational development solutions in response to workforce needs identified in the workforce plan or by other workforce information metrics such as the Staff Survey. Such solutions may include improving engagement, learning and development initiatives, recruitment and retention solutions, succession planning, performance management, designing competency frameworks, redesigning of job roles and skill mixes.
- To actively contribute to the development and review of workforce information and productivity measures, ensure their use in all aspects of HR management. To be responsible for the reporting, monitoring, analysis and manipulation of data, as required by the Trust.
- To advise on appropriate organisational structures and staffing models for new schools, particularly in relation to restructuring and tenders for new business.
- To support progress towards becoming a model employer through proactive involvement in workforce projects and working groups.

Organisational Change

- To ensure that proposals for new business consider TUPE legislation and its implications, including the implications of acquiring staff on different in terms and conditions of service and pension schemes.
- To take the HR lead in managing transfers of staff into and out of the Trust in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 2006, as amended and TUPE-like processes. This includes leading on consultation with staff and staff representatives, advising managers and staff of employee rights under the regulations, providing, analysing and interpreting due diligence information, considering appropriate business measures and the integration / harmonisation of terms and conditions for staff as required.
- To work in partnership with managers in providing expert guidance at all stages of the organisational change process as a key member of the project team, advising on implications for the workforce, involving staff in change processes, formal requirements for consultation and supporting staff through the change process.
- To provide expert advice to managers on the interpretation and implementation of the Trust's change management processes and procedures, within the context of the legal framework. To provide solutions in complex change situations involving competing priorities/legal uncertainties/lack of precedents, ensuring that service delivery aims and financial targets are achieved.
- To take the lead in the implementation of restructuring processes, including the preparation of formal consultation documents, determining appropriate selection principles and methods, facilitating re-deployment and guiding managers and staff through redundancy situations as appropriate.
- To ensure that there is appropriate consultation and communication with staff and Trade Unions in relation to the change process. This involves advising managers on policy and best practice requirements for pre-consultation and formal consultation including appropriate timeframes, group meetings, one-to-one meetings, consideration of responses to consultation and communicating outcomes.
- To participate in consultation meetings, often with large groups of staff in relation to highly complex and contentious issues, ensuring communication is always appropriate and sensitive to the requirements of the staffing group
- To involve other HR colleagues as required, to ensure the delivery of change projects to the required deadline.

Employee Relations

- To support the Associate HRBP(s) as a point of escalation in casework or as part of informal coaching/mentoring. Through this to maintain a climate of employee relations that develops feelings of mutuality, encourages co-operation and minimises the causes and effects of conflict.
- To facilitate good employee relations and expertly advise managers and staff accordingly on good practice. To support managers in effective implementation of the Trust's HR policies up to appeal level and attendance at Employment Tribunal.
- To monitor sickness absence statistics, identifying patterns and trends and highlighting these to management. To enable managers to actively work towards improving attendance targets through managing sickness cases and through other absence management and health improvement initiatives.

- To provide expert advice to managers in highly complex cases on the interpretation and implementation of the Trust's disciplinary and grievance procedures within the context of the legal framework. Complete HR casework tracking spreadsheets and save all documentation on the HR shared area.
- To consider inter-relational dynamics when dealing with complex staff issues, recommending solutions that may prevent cases escalating to the formal stage, including facilitating meetings and formal mediation.
- To provide training and coaching to managers on HR practices and procedures.
- To use a coaching approach with managers and other HR staff in informally dealing with complex and contentious staffing issues, with the aim of developing skills and confidence and avoiding fostering a relationship of reliance.
- To undertake case reviews with the Senior HRBP and Director of HR prior to any dismissal process or settlement offer.
- To be the HR representative to disciplinary panels up to and including the level of dismissal and appeal.
- In liaison with the Director of HR, oversee Employment Tribunal applications ensuring timely appropriate action and the provision of expert support and advice to managers, and senior staff.

Training

- To design and present training sessions on people management topics and Human Resource policies (e.g. sickness absence, discipline, recruitment and equalities) to all staff to ensure staff are developed and competent in carrying out their duties.
- To develop methods for identifying training and development needs within Trust, taking an active role in identifying relevant training programmes in liaison with Senior HRBP and in monitoring individual competency.
- To develop staff to provide a comprehensive and quality Human Resource Service by facilitating or providing training for Associate HRBPs.
- To take a lead in identifying own development needs.

Terms & Conditions of Employment / Policy Development

- To advise managers and staff on the interpretation and application of policies, procedures and terms and conditions of service.
- To review and update policies and procedures to reflect changes in legislation and the changing needs of the service.
- To act as a resource for advice on changes in employment legislation and the recent effects of case law.
- To advise managers in relation to job evaluation and benchmarking to enable them to write Job Descriptions and Person Specifications that adequately illustrate the requirements of the role and articulate the level of experience required. To participate in job evaluation panels as required.
- To contribute to the overall service and direction of the Human Resource Department including communication, teamwork, working professionally, reviewing systems and overseeing change and developing staff to provide a credible, comprehensive and quality Human Resource Service.
- Within the Human Resource Department, to provide a corporate focus for actions necessary to influence management practice or respond to organisation need/change, legislation and government policy.

General Responsibilities

- To contribute to the overall effectiveness of the HR service and to monitor and provide feedback on required updates of HR procedures and systems as appropriate.
- To lead on the delivery of specialist complex projects as identified within the HR Strategy and to co-ordinate conducting research projects, analysing, reporting and presenting findings, identifying further action necessary and ensure its implementation.
- To be involved in regular supervision and appraisal process and to act as a role model and mentor as required. To actively support the development of other members of the HR team and to facilitate any structured staff development identified.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The HRBP under the guidance of your line manager and Director of HR, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by your line manager and Director of HR which fall within the scope of the post.

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIREABLE |
|--|--|---|
| Qualifications | <p>CIPD qualified or equivalent experience.</p> <p>Evidence of continuing personal and professional development.</p> | Chartered CIPD Member. |
| Relevant Knowledge and Experience | <p>HR experience of working in a complex organisation at a senior level.</p> <p>Experience of managing complex employee relations issues, at informal and formal stages.</p> <p>Experience of participating in, and advising on, investigations and panels.</p> <p>Experience of advising senior managers.</p> <p>Experience of policy writing and development.</p> <p>Excellent and up-to-date knowledge of employment legislation and best HR practice.</p> <p>Computer literate in Microsoft Office with good standard of general IT skills.</p> | <p>Experience of working in an education HR environment.</p> <p>Experience of working in a unionised environment.</p> <p>Experience of supervising staff.</p> <p>Knowledge of current education sector issues.</p> <p>Knowledge of national and local terms and conditions of employment relating to schools including; STPCD, Conditions of Service for School Teachers in England and Wales (burgundy book), and NJC Local Government Terms and Conditions.</p> |
| Skills and Aptitudes | <p>High personal standards in terms of attendance, punctuality and meeting deadlines.</p> <p>Positive disposition to implementing a culture of excellent human resources management.</p> <p>Excellent interpersonal skills to effectively influence those at a senior level and the ability to gain respect and confidence of staff at all levels.</p> <p>Resilience in challenging situations which may require diplomatic solutions.</p> <p>Excellent problem-solving skills with the ability to negotiate effectively and reach swift conclusions in the best interests of the Trust and employees whilst mitigating any associated risks.</p> <p>Ability to analyse situations and exercise independent judgement.</p> | Project management skills. |

| | | |
|----------------|---|--|
| | <p>Professional in their approach to dealing with issues and employees.</p> <p>Ability to work effectively during intensive periods of pressure and being flexible in approach to work to ensure service levels and deadlines are met.</p> <p>Absolute discretion with regards to confidential information and protecting information in line with GDPR.</p> <p>The ability to communicate clearly and confidently with a range of people, both on the phone/Teams and face-to-face.</p> <p>Ability to develop and present HR training programmes.</p> <p>Focused on delivering outstanding customer service to the Trust's stakeholders and external contractors.</p> <p>Strong organisational and administrative skills with attention to detail and a methodical approach.</p> <p>High level of personal organisation skills.</p> <p>Strong ability to work as a team player and supportive of team working.</p> <p>Ability and willingness to develop own understanding and capability through advice and training.</p> | |
| General | <p>Due to the role supporting HR across various schools within the Trust, the post holder must have a current driving licence with the ability to travel between Trust sites.</p> <p>An enhanced DBS check will be required.</p> | |