

## Job Profile

**Post:** HR Business Partner

**Reports to:** Head of People and Development

**Location:** Central offices, Bognor Regis, with an occasional requirement to work at the Trust's academies when required.

### Function of the post:

The post holder will be responsible for a partnership group of academies and will act as the first line HR interface with between the Central HR Team and your academies, and be responsible for the effectiveness of the operational delivery of the HR support to Headteachers and Business Managers.

Responsible for providing quality advice, guidance and support across a breadth of HR activity in line with Trust policy and procedures, ensuring effective support and challenge is provided to ensure legal compliance. Contribute to, and support, the delivery of the People Strategy and annual plan, deputising for the Head of People and Development when required. In addition to working alongside your academies, there will be the requirement to provide HR support and advice to Central Team colleagues including members of the Executive Team.

### Principal Accountabilities:

1. As the first point of contact for academies, provide a timely, professional and confidential high-quality Human Resources and employee relations advice, across a broad range of human resource management issues, drawing on Trust policies, procedures and legislation. This will include liaising with third parties, ensuring investigations are carried out robustly and when appropriate, supporting academies at formal meetings, with case work effectively managed through to resolution. Confidentiality and discretion will be required when advising on appropriate outcomes for which critical judgement is required.
2. Develop strong and positive working relationships with Headteachers and Business Managers to promote the importance of HR to whole school improvement.
3. Responsible for updating HR legislative Policies and Procedures, recommending changes to policies and procedures to ensure legislative compliance with current employment law. The post holder is responsible for progressing updated HR Policies through the relevant internal approval panels and the final publication of the policy documentation to all staff within the Trust.
4. Working in close collaboration with Headteachers//Line Managers and Business Managers to identify gaps in academies HR knowledge/skill set and individual school HR processes. Address the gaps in a variety of ways with the ultimate objective being to reduce academies reliance on central HR whilst being fully compliant with Trust policies and procedures. This will include providing training to increase academy knowledge and skills.
5. Working collaboratively within the central team, provide advice and guidance to academies on recruitment and workforce planning that supports the Trust's People Strategy and its aim to attract internal and external quality talent that will enhance school performance and strengthen

succession planning. This will include initiatives and practice that positions the Trust as an employer of choice. Activities may include representing the Trust at events or fairs.

6. Working in close conjunction with Headteachers and Business Managers and the Director of Finance the post holder will be responsible for managing the process for staffing requests from academies and the associated administration, including content is sufficient to inform the decision making process
7. Manage and provide a high level of HR advice and guidance to the Executive Leadership team within the Trust across a broad range of Human Resources Management issues, drawing on Trust Policies, procedures and legislation to inform best practice. This includes preparing Job Profiles, undertaking Job Evaluation, benchmarking of roles, and working collaboratively with the Executive Leadership team to plan and deliver the effective growth of the Trust.
8. Manage and lead on the UK Visa and Immigration Sponsorship Licence. Responsible for the application of Certificates of Sponsorship, conducting Visa audit checks, and ensuring legal compliance for the Trust in relation to UK Visa and Immigration legislation.
9. Maintain currency and contribute to the creation and development of a core bank of job profiles, in line with the Trust's job evaluation scheme and procedures, liaising with academies and the Head of People and Development to ensure consistency of use and job title to ensure all posts are remunerated in a fair and transparent manner and job titles remain consistent across the Trust with a clear succession pathway.
10. Responsible for line managing the HR Advisor and/or academy-based HR staff. You will ensure that the HR Advisor and/or academy-based HR staff member meets their objectives, and contributes positively to the operations of the Central HR team and academy. You are responsible for supporting their professional growth, managing their performance and providing direction and guidance in their responsibilities.
11. In conjunction with the HR Co-Ordinator, ensure that job profiles and job adverts on the Trust recruitment page and external platforms are accurate designed to attract high quality candidates. In line with Trust policy and practice and as directed by the Head of People and Development, support the recruitment of posts managed centrally.
12. Work collaboratively with the Trust's HR academy contacts to ensure all aspects of HR transactional activity is completed in accordance with the Trust's policies and procedures, reviewing and improving processes and updating the HR Manual when appropriate to ensure accuracy, statutory compliance and alignment with Trust policy and procedures. Support and complete complex transaction work, taking into consideration contracts of employment and terms and conditions, transfers under TUPE, collective agreements, consultation, contractual clauses and current case law.
13. Contribute to the twice-yearly HR Matters that advise academies of key changes and topics that are current within the Trust and link back to policies and practices academies should address. Contribute to the monthly HR Network meetings.
14. As part of the Central HR team contribute to the maintenance and development of the HRIS, to ensure the system enables an effective and efficient central HR provision and that academies input data accurately and in a timely manner and that the system supports Trust policy and procedures, reporting inaccuracies to the .
15. Ensure the Head of People and Development is kept well informed issues within the academies they are responsible for managing in line with the Central HR procedures. Provide a termly report to the Head of People and Development on key statistical information and progress in respect of activities progress and review against the HR Annual Planner.

16. Contribute to and support the collation and completion of school reviews, HR Health Checks, and a variety of statutory returns and statistical information, ensuring accuracy using the Trust's HR's database, to meet statutory requirements and HR MI Reporting as directed by the Head of People and Development and Head of Human Resources.
17. As directed by the Head of People and Development lead on, or take key responsibility, for specific HR activities or projects and deputise for the Head of People and Development when requested.
18. Contribute to the wider development and promotion of the Trust through a variety of channels such as Trust Team meetings, academy meetings, conferences and workshops.

**Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you including to understand and actively embrace the Trust's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our Trust. The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post. All staff have a role in supporting the Trust's People Strategy.

**Inclusivity:**

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the Trust's portal. Any breaches may lead to termination of employment.

**Health and Safety**

Take responsibility for ensuring that workplace responsibilities within the Trust are carried out with full regard to, and in support of, the Trust's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

**Sustainability and Environment:**

The Trust is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the Trust's Environmental & Sustainable Development Strategy.

**Data Protection:**

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

**Right to Work:**

The current British UK Visa and Immigration Law states that the Trust cannot employ a person who does not have a current Right to Work and live in the UK.

**Safer Recruitment:**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

**Disclosure Service Certification from the Disclosure and Barring Service:**

This role does require you to hold an enhanced Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service, reference number 20537300005. New members of staff will be required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or from the Trust's Human Resources Department.

**Principal Attributes and Person Specification:**

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience.**

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidence
<b>Knowledge and Qualifications</b>			<b>Application Interview</b>
CIPD Level 5 (Associate Member) or higher.	✓		
Evidence of continuous professional development in HR.	✓		
Strong understanding of employment law, ideally relating to the education sector.	✓		
Familiarity with MAT governance structures and the role of HR in compliance with educational standards.		✓	
Coaching or mediation certification.		✓	
Knowledge of safeguarding within a school/academy context		✓	
<b>Skills</b>			<b>Application Interview References</b>
Strong interpersonal and communication skills, with the ability to influence and build effective relationships at all levels.	✓		
Ability to analyse data and metrics to inform HR strategies and decisions.	✓		
Excellent problem-solving skills and the ability to manage complex and sensitive situations with confidentiality and professionalism.	✓		
Project management skills, including the ability to lead initiatives from conception to implementation.	✓		
Excellent IT skills, with the ability to optimise use of technology to deliver the aims of the HR provision	✓		
Business writing and presentation skills that enable professional documents and correspondence to be produced, e.g. reports, policies, guidance	✓		
Training and presentation skills which supports the delivery of quality training and workshop sessions		✓	
<b>Experience</b>			<b>Application Interview References</b>
Proven experience in an HR generalist role, ideally within education, public sector, or complex multi-site organizations.	✓		
Demonstrated ability to manage employee relations cases, including disciplinaries, grievances, and performance management	✓		
Experience in interpreting and applying employment law and HR best practices.	✓		
Track record of partnering with senior leaders to drive people strategies that align with organizational goals.	✓		
Experience in organizational change, such as restructures, TUPE, or redundancies		✓	
Experience of conducting recruitment campaigns to attract high quality candidates for a range of roles		✓	
<b>Personal Attributes</b>			<b>Interview References</b>
Resilient, proactive, and adaptable to changing priorities.	✓		
Strong commitment to equality, diversity, and inclusion.	✓		
Collaborative and supportive approach to working with a diverse range of stakeholders	✓		
An ability to work independently and collaboratively, with strong decision-making skills and initiative, able to function within the existing team quickly and effectively.	✓		