

JOB DESCRIPTION

Post title:	People & Culture Business Partner
Academy:	Central Team
Reporting to:	Head of People & Culture
Salary/Pay range:	£43,421-£46,464
Hours of work:	37 hours per week

Purpose of Job

To provide a proactive, strategic and solutions-focussed business partnering service to a client support area within the Trust in line with Laidlaw Schools Trust (LST) values and strategic objectives. Act as a conduit between the wider academy and central People & Culture service.

To 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. Develop a deep understanding of LST internal and external contexts to tailor strategies and solutions to meet current and emerging organisational needs.

Working closely with colleagues across the People & Culture team including other People & Culture Business Partners to lead and provide direction to others.

Main Duties and Responsibilities

- To develop, in partnership with key client stakeholders, targeted people priorities to meet the needs of the wider organisational strategy.
- To source and utilise employee voice insights and employee data to target operational activity.
- Partner with talent acquisition resource to design and develop workforce planning, attraction, selection and onboarding in client areas
- Work closely with the finance business 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
- 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.
- 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.
- Support managers in carrying out investigations and hearings, taking an active role as required.
- Lead on the development and review of ER related policy and procedure across the People & Culture 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.
- Ensure a learning approach to employee relations casework is adopted, implementing, and maintaining a process of case review for complex cases, involving appropriate stakeholders.
- Identify and contribute to People & Culture 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 & Culture team and role model the Trust values.
- Line manage People & Culture Advisor and People & Culture Assistant where appropriate.
- Undertake any other duties commensurate with the role.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- 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

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required