

People Director: Job Description

Location: Skipton (with travel to Harrogate and Keighley).

Salary: £48-55k pa

Hours: Full Time

Reporting to: Chief Operating Officer

Responsible for: Central People Team (currently three people)

Context

Northern Star Academies Trust is an ambitious and growing partnership of schools based in Harrogate, Skipton and Bradford. The successful candidate will be joining a supportive, innovative and dynamic organisation.

With a workforce of over 500 people, schools in the Trust Partnership provide high quality education to over 3,000 children and young people aged from 2 to 18.

The People Director leads on all workforce issues, ensuring that the Trust Partnership's mission, vision and values are reflected in every aspect of HR policy and practice.

The People Director will:

- **Develop and lead an effective human resources service** for the Trust Partnership as a whole, providing high quality support to school leaders and managers.
- **Shape and implement a forward-looking purpose-driven people strategy** which ensures that schools have the right people with the right skills in place to deliver high quality education which improves outcomes for young people.
- **Develop the Trust's commitment to learning and development**, enabling staff to meet their full potential.
- **Work closely with the Executive Team** and Trustees to build an organisational culture which values people and their contribution to the success of the Trust Partnership.

Specific Areas of Responsibility

The Trust's lead professional for HR

- Provide high quality, professional HR advice to the Executive Team, school leaders and Trustees to support effective decision making.
- Lead workforce planning and development so that the Trust makes best use of resources at all times and has an evidence-led approach to decision making in relation to HR which delivers value for money.
- Lead development of the Trust Partnership's offer to its employees so that the Trust is successful in recruiting and retaining high quality staff.

An effective HR service to schools

- Develop and lead an effective HR advisory service to support leaders and managers to make sound, legally compliant decisions in relation to people management.
- Manage the Trust Partnership's payroll service.
- Manage HR data systems so that the Trust has accurate records, which support safeguarding (and other compliance) requirements, and provide appropriate metrics for managing performance.
- Ensure the Trust has appropriate policies and procedures governing all aspects of its employment practice.
- Lead on any TUPE transfers involving the Trust Partnership.
- Manage relations with relevant pension schemes, as necessary.
- Provide leadership to our excellent central People Team and help to develop and deliver an effective and engaging new organisational people strategy across our Trust Partnership.

A successful approach to resourcing

- Manage an effective approach to staff recruitment driven by a clear employer brand, which enhances the Trust's reputation as an attractive employer, and upholds the highest standards of safeguarding procedures.
- Design and implement Trust-wide standards for staff induction and on-boarding.
- Shape practice for reward and recognition of staff to attract and retain the best people and which reflects the vision and values of the Trust.

- Review approaches to staff appraisal and performance management across the Trust to share best practice and establish consistent approaches to appraisal for all staff.

Leading on equality, diversity and inclusion

- Lead development of the Trust strategy for equality, diversity and inclusion in relation to its workforce.
- Lead development of formal staff consultative arrangements.

A learning organisation

- Ensure that the Trust Partnership has effective approaches to continuing professional development across all schools which enable staff to meet their full potential.

Supporting the Trust's corporate strategy

- Advise on all aspects of the Trust corporate strategy which have an implication for the workforce, including potential future growth of the Partnership.
- Work with the Executive Team to shape organisational culture through an effective internal communications strategy.
- Champion the Trust's commitment to staff health and well-being, devising and leading specific initiatives to support staff.
- Lead practice to gather, and act on, systematic staff feedback via staff voice.

Northern Star Academies Trust

People Director: Person Specification

Qualifications

- Educated to degree level or equivalent.
- A recognised professional qualification in HR management.

Experience

Essential

- Able to demonstrate a proven track record of HR operational delivery in a comparable organisation.
- Experience of developing a strategic approach to an aspect of people management, with evidence of having made a contribution to organisational improvement.
- A successful track record in developing excellent working relationships with leaders and managers who require HR advice and support.
- Experience of having improved organisational efficiency by implementing effective HR strategies to deliver value for money.
- An understanding of how HR practice supports strategic change and organisational development.

Desirable

- Experience of delivering HR services in (or for) schools, with knowledge of the employment context of school-based workforces.

Skills and abilities

- Able to demonstrate a personal commitment to the delivery of high quality education as the best means to improve life chances for young people, in tune with the vision and values of Northern Star Academies Trust.
- A clear communicator who is able to provide leadership and direction to the HR team.
- A high level of professional credibility, able to build effective relationships with school leaders and managers around the HR agenda.
- A creative thinker, able to shape and implement people strategy and contribute to the future development of Northern Star Academies Trust.
- A pragmatic manager, able to manage ambiguity and find solutions when faced with challenges.