

## Job Description

### Post: People Partner

#### Purpose

To challenge educational and social disadvantage in the North.

#### Duties and Responsibilities

- Live the mission, values and drivers every day.
- Develop and maintain strong relationships with school leaders, providing strategic HR guidance and support to align HR practices with our trust's goals.
- Manage and resolve complex employee relations issues, including grievances, disciplinary actions, and restructures, ensuring compliance with trust policies and legislative requirements.
- Advise and support managers on the entire recruitment lifecycle, from developing recruitment plans to onboarding new employees, and supporting ongoing professional growth to ensure we are a talent 1<sup>st</sup> organisation.
- Support managers with 'hard to fill' roles by undertaking talent sourcing activity and ensuring a proactive and tailored approach to candidate attraction and management.
- Exercise considerable initiative and professional judgement in the development and implementation of employment policies and practices, ensuring that they reflect best practice, legislative requirements and promote diversity, equality and inclusion.
- Interpret and advise management and employees on pay and conditions matters e.g. pay, managed severance, redundancy, redeployment, grading requests etc.
- Train and coach managers to effectively manage performance via our professional growth process.
- Train and coach managers around effective sickness absence management, providing expert support on individual cases.
- Support the business services team to instil processes, quality of service and industry best practices throughout your service area.
- Ensure all requests are logged and managed to completion on the service management tool in line with agreed SLAs.
- Work collaboratively across our business services team to ensure effective cross functional communication and delivery.
- Ensure the accurate reporting and escalation of any significant issues or risks to the trust.
- Lead and support HR projects that contribute to the trust's strategic objectives.
- Analyse HR metrics to develop insights and recommendations that drive organisational performance and employee engagement.
- Invest in your ongoing professional development, continuing to keep up to date with employment law and HR best practice.
- Take decisions autonomously, exercising considerable initiative in performing duties.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our trust's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our trust calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the Head of HR Centre of Excellence.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***