**JOB DESCRIPTION**

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| **Job Title:** Senior HR Business Partner (North West Hub) | |
| **Grade / Salary :-** Grade 10, SCP 40-43 (£48,474 - £51,515per annum) | |
| **Location:** Hybrid Working.The post holder will be deployed to support the Academies within the North West Hub. | |
| **Responsible to:** Head of HR | **Responsible for:** HR service and any roles that will support the delivery of this |

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| **Core Propose of the Role**  To provide a high level HR Service, including an advisory function, to the Trust, which supports the organisation in the efficient and effective delivery of all aspects of HR. |
| **Core Purpose of the Post:** To provide a high level HR Service, including an advisory function, to the Trust, which supports the organisation in the efficient and effective delivery of all aspects of HR.  **The post holder will:**   * Lead and deliver a high quality, consistent and responsive HR service, including advisory, to our Academies. * Line management responsibility for HR support roles within your hub. * Be the professional point of contact for senior leaders and to provide excellent HR advice and guidance on all HR matters * Provide effective management and leadership, taking responsibility for development & co-ordination of the HR needs of the hub and Trust. * Develop close working relationships with Academy Leadership Teams and staff, providing sound and professional advice, guidance and coaching on HR policies, procedures, employee relations and best practice. * Lead in the review, development and implementation of corporate HR policies and procedures to ensure best practice and consistent application of approach. * Responsible for the management of complex casework including disciplinary, grievance, capability, harassment and discrimination cases. * Responsible for the management of sickness absence casework including providing advice   and support to managers in respect of short term and long term sickness absence and health  issues.   * Provide benchmarking and professional advice on grading assessments in accordance with equality legislation and evaluation processes. * Lead on the development and maintenance positive working relationships with local Trade Union representatives in order to provide a means for effective consultation. * Lead negotiations with Trade Unions in all aspects of change management and policy development functions * Lead & co-ordinate advice and support to the Trust in employee recruitment / resourcing & deployment. * Develop, establish and embed processes for collection of management information to support recruitment and retention * Develop & support the delivery of strategies that support recruitment and retention of staff * Undertake and advise on TUPE process, including liaison with current employer and trade unions * Undertake HR due diligence processes for academies joining the Trust * Develop, lead & support projects under the Trust’s Great Place to Work Strategy * Co-ordinate & support the provision of learning and professional development of the workforce. * Advise on the application of Conditions of Service and Policies. * Update the HR Information System and maintain the Trust agreed structure framework * Lead and participate on projects which have implications on Human Resources and ways of working. * Keep up to date with changes and developments in employment legislation and case law. * Maintain confidentiality and observe the General Data Protection Regulations (GDPR) at all times. * Represent the HR function at internal and external meetings as required. * Deputise for the Head of HR as required. * Undertake line management and performance management of related roles where required. * Undertake duties commensurate with the grade as required. |
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| **General**   * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description * Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers * This job is current at the date shown, but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.   ***The applicant will be required to safeguard and promote the welfare of children and young people.***  *This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.* |
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**Person specification**

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| **Experience, Training and Qualifications** | **Essential/Desirable** |
| Chartered Institute of Personnel Development (CIPD) Level 7 Diploma or equivalent | E |
| Experience of similar role in a public / education sector environment | D |
| Substantial experience of working in a customer focused HR role | E |
| Experience of advising and coaching managers in employee relations to a complex level. | E |
| Experience of using an integrated HR/payroll software. | D |
| Experience of leading, motivating and developing staff with a HR and payroll operational environment | E |
| Experience of interpreting legislation, policy and guidance to contribute to the formulation of local policies and procedures that ensure compliance with national requirements. | E |
| Experience of leading HR projects, initiatives and strategies to successful conclusions | E |
| **Skills and Abilities** |  |
| Knowledge of principles, practices and procedures relating to human resource management and organisational development | E |
| Knowledge of UK employment law and proposed legislation changes. | E |
| Highly developed HR skills including coaching, training, mentoring facilitating and influencing | E |
| Ability to undertake a varied caseload with conflicting priorities. | E |
| Ability to demonstrate a good working knowledge of Local Government / Teachers terms and conditions of service and how these impact on Payroll and HR practices and processes. | E |
| Excellent written and verbal communication skills with the ability to produce and present reports in a clear and professional manner | E |
| Excellent IT skills with a good working knowledge of Microsoft Office | E |
| Ability to communicate clearly to a variety of audiences | E |
| Ability to negotiate and influence across a variety of audiences | E |
| Ability to use own initiative organise and manage own workload to meet priorities with minimal supervision. | E |
| Ability to manage HR projects, strategies and initiatives to successful outcomes | E |
| Ability to work to tight deadlines in an environment of conflicting priorities. | E |
| Ability to work as part of a team | E |
| Ability to work in a confidential manner within a sensitive environment | E |
| **Personal Qualities** |  |
| Able to work flexibly, switching between tasks and priorities at short notice, and responding to unplanned situations. | E |
| Committed to continuing personal professional development | E |
| Able to identify, recommend and where approved, implement improvements to processes and procedures. | E |
| Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users. | E |
| Able to maintain issues of confidentiality within the working environment | E |
| Willing to use own car to travel to locations and sites within the Trust’s portfolio of academies | E |
| Willing to consent to apply for an enhanced DBS with barred list check. | E |