



## Trinity Academy Newcastle Multi Academy Trust

### Job Description

<b>Post Title:</b>	Trust HR Manager
<b>Pay Scale:</b>	N9 (Term Time plus 3 weeks)
<b>Responsible to:</b>	Head of School (Business)
<b>Job Purpose:</b>	The Trust HR Manager is responsible for providing and managing a comprehensive, centralised HR operations service for the Trust and its Academies. The main place of work will be the Trust Head Office at Trinity Academy Newcastle – Upper Site, however the post holder must be able to travel and be prepared to work flexibly according to the needs of the business.

**Main Duties:** The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time. This job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

#### Duties and responsibilities

- Drive alignment between HR strategy, policy and business goals, championing a positive, inclusive and engaged work culture across the Trust.
- Lead and support the CEO and SLT Team in delivering the strategy, embedding Trust values, wellbeing and continuous improvement in all people practices.
- Provide direction, support and advice in relation to the day-to-day HR function of the Trust, this includes, but is not limited to, employee relations, employee wellbeing, resourcing, pay and reward, terms and conditions, planning, monitoring, appraising, and reviewing staff performance and any absence management issues.
- Continually develop your knowledge and understanding keeping up to date with any Employment Law or Education changes to assist with the decision-making process and ensure that all actions are in line with guidance provided by any relevant body.
- Manage complex employee relations casework and preparation of papers including dispute resolutions, disciplinaries, grievances, investigations, absence, change management, restructures and redundancy.
- Support the efficient and effective recruitment of staff across the Trust, ensuring Safer Recruitment processes are adhered to at all times.
- Be responsible for the creation and maintenance of single central records that meet the required OFSTED standards and that will combine into a single Trust record.
- Produce management reports as required and undertake statistical analysis to accurately assess the current working practices of the Trust aiming to improve efficiency. This includes, but is not limited to, ensuring there is a Trust wide overview of staff absence issues and the completion of any required government statistical returns.
- Develop & drive HR policies and processes which are efficient and effective and



ensure legislative compliance at all times.

- Manage and implement staff wellbeing policies and initiatives.
- Lead on the provision of support and advice to the Trust and school leadership teams on HR related issues as required, including providing professional developmental support to senior and middle leaders, in all aspects of HR including the application of Trust policies.
- Ensure the HR Team can provide first line advice on current and existing terms and conditions and benefits for employees and managers, providing information about best practice where appropriate.
- Ensure best value and quality of service from all the relevant HR service level agreements including payroll and pensions and recruitment advertising platforms.
- Lead on recruitment and selection strategies and manage talent and succession planning.
- Ensure the HR System is used efficiently and effectively across the Trust.
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- Ensure that HR metrics are produced regularly and reported to a wide range of committees, including the Executive Team and Trustees.
- Provide advice and guidance on TUPE to the Executive Team and Trustees where appropriate, including taking the lead on HR due diligence and the staffing side of TUPE Transfers where appropriate.
- Report on the duties, workload, performance and functions of the HR Team via data based KPIs.
- Ensure that the board and committees are provided with data they require with regard to staffing issues, which might include attending meetings.

## **Communications**

- Regular contact with Head of Schools, managers and employees to provide advice on all aspects of operational HR work – need to ensure that successful, positive working relationships are established and the confidence from these stakeholders in the advice given.
- Regular contact to maintain positive working relationships with external service providers such as Occupational Health to ensure a high-quality service to all academies.

## **Partnership or Corporate Working**

- Lead on policy development, consultation and implementation process.
- Represent HR and the Trust at working groups, meetings and corporate groups.
- Lead and manage projects, collaborating with other HR colleagues and academies as appropriate.
- Ensure that a high-quality HR provision is provided to Trust academies.
- Ensure a consistent high level of service to all Trust employees providing a seamless service and a whole team approach.



- Support Head of Schools and Trustees on any operational HR matters, including supporting at hearings under HR policies and procedures and attending governor meetings when necessary.
- Multi-site organisation – support and guidance to those staff with a HR element to their roles in individual academies.
- Work with external consultants that may be brought into the Trust to support specific projects.
- Work with other relevant authorities, departments, solicitors regarding conversions of schools /academies into the Trust.
- Attend HR working group meetings as required.
- Attend JNCC union meetings as required.

### **Resource Management**

- Lead and implement service developments as needed.
- Advise appropriate action to colleagues and develop and implement guidance and action plans to enable and facilitate the delivery of key initiatives.

### **Skills Development**

- Ensure development of the central HR Trust team, for specific project work to establish and deliver a responsive, professional HR Service.

### **Safeguarding**

- Provide advice in relation to safeguarding and child protection concerns that relates to staff within the Trust including attending relevant meetings. Work closely with other key external agencies i.e. Police, Local Authority etc.
- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Know about data protection issues in the context of your role.
- Maintain confidentiality as appropriate.
- Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.

### **Systems and Information**

- Develop management information systems to support the Trust and its academies.
- Provide useful, meaningful and relevant data to support operational HR elements of the service.
- To utilise key HR systems and promote the benefits of the systems with Managers. Support Managers to use systems and monitor compliance.
- Requirement to use a range of computer systems. Adopt new ways of working when new systems are introduced, use systems to manage and progress case work, analyse and report on relevant data and to maintain effective communication.
- To utilise key HR systems and promote benefits of the systems with Leaders, support School Leaders to use systems and monitor compliance.
- To work with academies to ensure effective review of workforce census.



- To undertake statutory responses to the required authorities including workforce questionnaires, DfE etc.
- Creation of reports to complete statutory requirements such as Gender Pay Gap, salary disclosures, etc.

### **Planning and Organising**

- Lead on the project management of new schools looking to join the Trust including the gathering and assessment of Due Diligence information on new schools.

### **Data Protection**

- To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
- Know about data protection issues in the context of your role

### **Health and Safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

### **Equalities**

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.
- Develop own understanding of equality issues.

### **Flexibility**

- Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.
- Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.
- Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures

### **Customer Service**

- The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.



- The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
- Understand your own role and its limits, and the importance of providing care or support.

## Person Specification – Trust HR Manager

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> <li>• Good working knowledge and understanding of employment legislation and demonstrable practical experience of applying this</li> <li>• Good understanding of application of HR policies/procedures in practice to result in required outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of National, Local Authority and other relevant Terms &amp; Conditions of Service</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Significant and proven working knowledge, experience and understanding of HR in Education, preferably within a school or MAT environment</li> <li>• Experience of managing high level of varied and complex HR casework within a unionise environment</li> <li>• Experience of leading a multi-disciplinary HR team and service (including recruitment, HR administration and HR advisory services.</li> <li>• Experience of managing TUPE transfers, restructures and redundancies.</li> <li>• Experience and understanding of safeguarding within Education HR</li> <li>• Experience and understanding of various terms and conditions of employment within a school environment.</li> <li>• Proven and effective experience in supporting change management programmes</li> <li>• Experience of coaching and</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing several HR related SLAs including occupational health, employee benefits, recruitment advertising, payroll and pensions.</li> </ul>



	<p>developing School Leaders</p> <ul style="list-style-type: none"> <li>• Experience of developing, maintaining and continuously reviewing HR policies, procedures and training in line with employment law and education policies.</li> <li>• Working in a pressurised environment and able to manage a busy workload with competing priorities.</li> </ul>	
Occupational Skills	<ul style="list-style-type: none"> <li>• A knowledge and understanding of reward strategies and their impact upon the recruitment and retention of staff.</li> <li>• Ability to develop positive and effective professional relationships with all stakeholders including Trustees, LGBs, Academy leaders and the Central Management Team.</li> <li>• Effective interpersonal skills including tact, diplomacy and negotiation</li> <li>• Evidence based decision making skills and solution focused perspective</li> <li>• Well-developed verbal and written communication skills</li> <li>• Efficient in the use of ICT with ability to interpret and analysis data</li> <li>• Communication, presentation and interpersonal skills</li> <li>• Problem solving skills and the ability to find innovative solutions</li> <li>• Commitment to the performance management culture with the ability to set high standards, deliver objectives and challenge Leaders appropriately</li> <li>• A coaching based approach to support Leaders and develop</li> <li>• Delivering briefings and training to Leaders</li> <li>• Flexibility and ability to work with ambiguity</li> <li>• Time management skills</li> <li>• Strong commitment to the Trust values and ethos</li> <li>• Standards driven</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching/mentoring</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to work outside normal academy hours in line with academy and community needs</li> <li>• Ability to travel to multi-site locations across the Trust.</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• Level 5 CIPD</li> <li>• Educated to degree level or equivalent</li> <li>• Membership of CIPD or eligibility with equivalent experience</li> <li>• Safer Recruitment Training</li> </ul>	
Other Requirements	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Tact, diplomacy and initiative</li> <li>• Commitment to customer orientated service delivery at a high level.</li> <li>• Be flexible and work as part of a team.</li> <li>• Can positively lead and implement change in line with agreed plans to ensure the continuous development and improvement of the service, meeting the Trust's and academy's objectives.</li> <li>• A positive professional who can adapt to change</li> <li>• Commitment to Equal Opportunities</li> <li>• Ability to travel.</li> </ul>	