

JOB TITLE:	Human Resources Manager
GRADE/SALARY:	Grade 9 (Scale Point 34-37)
REPORTING TO:	Director of Operations

JOB PURPOSE

- To lead the Trust's operational HR activities and processes providing professional support, training and guidance to the Trust's leadership, including managing casework and providing expert support, guidance and coaching to enable practical solutions to Human Resource issues.
- To develop effective systems to support people management processes and policies
- To provide a customer focused, confidential, accurate and credible HR service to all staff, and leaders.
- To work proactively to ensure that the necessary Human Resources support, both long and short term, is provided in accordance with employment law, national and local agreements and conditions of employment.
- To take a lead role in the development of the HR Shared Services across the Trust

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The post holder will:

- Proactively support the leaders and managers in relation to the effective application of the Trust's Human Resource policies and procedures, acting as the designated Human Resources representative during disciplinary, grievance and other policy application processes as required.
- Manage the 'professional workload' of the central HR team, ensuring work is organised, prioritised and delivered according to expectations and performance measures.
- Develop effective systems to support people management processes and policies.

Recruitment support

- Ensure that all job descriptions and person specifications are reviewed and updated, as required to support recruitment practices.
- Develop appropriate advertising and recruitment materials to support recruitment across the Trust; ensuring value for money with advertising packages and strategies that attract the best talent.
- Maintain the Trust's vacancy and recruitment areas of the website.
- Manage the recruitment process for the Central Trust team and provide support to staff in academies, to manage their recruitment processes.
- Review and update pre-employment materials including job advertisements, shortlisting, interview arrangements, collection of references, offer letters, safer recruitment, all necessary pre-employment checks, and contracts of employment.
- Co-ordinate producing Trust wide employment contracts.
- Provide advice on pre-employment checks.
- Support the development and improvement of induction processes throughout the Trust

Policies and Procedures

- Support the management of sickness absences including, analysing patterns of absence, and monitoring trigger points, arranging absence concern meetings with the appropriate line manager and organisation of occupational health referrals.
- Lead on casework, restructures and employee relations and support on behalf of the Trust, liaising with legal advisors and trade unions as appropriate.
- To contribute to employee relations strategies, including developing or reviewing employment policies and developing employee benefits packages.
- Engage with staff and trade union/professional associations to ensure that the Trust responsibilities for consultation are met
- Ensure that all relevant policies and procedures are in place and up-to-date to meet organisation objectives and are in line with current employment law, national and local agreements, and conditions of employment.
- Manage all Trust HR documentation including staff contracts, policies and procedures and forms etc ensuring that they are regularly reviewed and updated and compliant with employment and education legislation.

Other

- Manage the day to day relationship with HR providers, such as Occupational Health, Employee Assistance Programmes etc
- Where required manage staff resignations, exit interviews and reference requests from current or previous staff to ensure that all necessary policy and procedure is followed.
- Make payroll changes, as required.
- Identify improvements in processes and procedures and lead on any training or policy development to implement those changes.
- Support the operational HR procedures for Central Trust staff.
- Ensure that Trust HR record keeping, including the Single Central Record, is accurate and compliant across the Trust.
- To produce reports and other staff related data to inform SLG and Board members, as appropriate.
- Promote the vision and values of Pontefract academies Trust with all stakeholders including parents, visitors, the local and wider community

Responsibilities for people (line management)

- Supervise and direct the work of the HR administrators
- Liaise between managers and leaders and administration staff based in academies.
- Hold regular team meetings with managed staff.

Responsibilities for Resources

- Effective use of materials and resources

Responsibilities for Budgets

- None

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual performance management process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals
- Work effectively as part of team;
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required;

The duties and responsibilities highlighted in this description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

			Assessed by:	
No.	CATEGORIES	ESSENTIAL/ DESIRABLE	APP FORM	INTERVIEW / TASK
QUALIFICATIONS				
1	5 or more GCSEs at Grade 4/Grade C or higher, including English and Maths. (or equivalent grades/qualifications)	E	✓	
2	CIPD qualified – or working towards qualification	E	✓	
3	Education to degree level or equivalent relevant experience	D	✓	
4	innovative approaches to developing HR systems and procedures	E	✓	✓
EXPERIENCE				
5	Experience of delivering high quality HR services at a transferable level	E	✓	✓
6	Experience of providing HR services in the education sector.	D	✓	✓
7	Experience of basic technology, PC, internet, MS Office packages.	E	✓	✓
8	Experience of leading HR programmes or strategies.	E	✓	✓
9	Experience of working as part of a team	E	✓	✓
10	Experience of how to conduct, and take notes of, formal meetings, in line with the basic principles and practices of people management	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
11	Work as an effective team member and apply directions/instructions	E	✓	✓
12	Knowledge of current and relevant employment legislation	E	✓	✓
13	Ability to work on own initiative	E	✓	✓
14	Able to organise self to plan and complete tasks	E	✓	✓
15	Report writing skills	E	✓	✓
16	The principals and practices of people management and how these contribute to organisation success	E	✓	✓
17	An understanding of shared services and how Multi Academy Trusts develop Central shared services.	D	✓	
18	Able to communicate effectively with young people and adults (parents, other staff).	E	✓	✓
19	Able to apply written and verbal instructions	E	✓	✓
20	High personal standards	E	✓	✓

21	Able to seek support, when required.	E	✓	✓
22	An excellent record of attendance and punctuality	E	✓	
23	Reliability, integrity and stamina	D	✓	
24	Respect confidentiality	E	✓	✓
25	Commitment to personal development and learning	D	✓	✓