

Job Title:	Head of HR
Location:	This role is based centrally at UST HR Office but will require attendance at multiple sites.
Responsible to:	The Head of HR will be expected to work under the direction of the Director of HR and the Trust Leader.
Responsible for:	1 x Senior HR Adviser, 2 x HR Officers, 2 x HR Coordinators
Full/part time:	Full time, 35hrs per week
Contract:	Permanent, 52 weeks per annum
Scale:	LPO7 Points 1-4 (£59,722 - £62,922 FTE p/a)

Job Purpose and Summary

To lead and develop the operational HR function, advising and supporting the Trust's Board and Senior Leadership Teams on a wide range of HR issues.

The Head of HR will champion, drive and embed the HR strategic objectives by supporting the Head of HR, Headteachers, SLT and line managers on the development and implementation of both strategic and operational HR solutions to support long-term growth and transformation.

Key requirements of the postholder includes demonstrating best practice in the following areas:

- To demonstrate specialist HR knowledge to provide sound advice on complex multifaceted situations, assessing risk and providing possible solutions.
- To undertake casework, trust-wide, ensuring a consistent approach is maintained.
- Facilitating and leading on good employee relations, supporting managers in effective implementation of all HR policies and processes.
- To advise on current HR legislation and trends, both on a national and local level.
- To provide advice to SLT on complex HR issues e.g., capability, complex disciplinary matters, change management and diversity issues.
- To update HR policies in accordance with changes in legislation and ensure that they are implemented correctly locally.
- To lead on creation and development of systems and processes through ad-hoc project work

Specific Responsibilities

- To advise trust-wide senior leaders to successfully deliver their remit on people and culture stewardship through sound and legally compliant advice.
- To develop leading edge HR processes that:
 - Create a strong brand for the Trust as an employer of choice
 - Create an employee-oriented culture
 - Create a positive employee relations climate with staff and the recognised trade unions
 - Create strong working relationships with the schools within the Trust
 - Demonstrate a clear focus on ensuring the safeguarding of pupils and compliance with statutory obligations in this area
 - Support the development and delivery of effective succession planning and talent

management strategies and maximise the use of ICT solutions

- Ensures compliance with Ofsted requirements
- To ensure a quality and highly responsive advisory service is provided regarding Pay and Conditions, Employee Relations, Employee Development and Statutory duties and functions (as required by the DfE, Ofsted and legislation).
- To Implement employment policies and procedures that reflect legislative, best practice requirements and an employee centred culture which promotes /supports good employee relations and the rapid resolution of disputes, High performance and continuous development and Innovative and fair remuneration opportunities
- To develop and enable the delivery of robust performance management approaches (including probation and Induction) across the Trust to support improvements in performance and the development of staff.
- To lead a central HR function across the Trust that enables the delivery of a proactive operational HR service, and which ensures excellent services are provided to all schools through:
 - Encouraging innovation and exploiting the use of ICT in the delivery of services
 - Promoting effective team working, communication and collaboration
 - Promoting continuous development and improvement; and
 - Ensuring appropriate support and development is provided to enable them to achieve high performance.
- To develop the HR service's IT provision to ensure processes are streamlined and efficient and maximise the use of e-enabled systems.
- To ensure that the service provides value for money and optimises the use of resources to best achieve outcomes for the school's pupils and beneficiaries.
- To proactively develop and maintain effective partnerships and working relationships with internal and external partners/organisations (e.g., Trust Partners, Local Authority, Occupational Health Services, Training Providers, Recruitment and Employment agencies) to:
 - Help deliver best practice and creative HR solutions
 - Maximise opportunities for integrated service planning and delivery as well as ensuring the optimum use of resources
 - Support the development and expansion of the Trust through a pro-active and seamless HR transition service for new schools joining the Trust, from initial activities with prospective schools, through to all TUPE activity and on-boarding of all transferred staff.
- To provide relevant information and participate in the regular review of the school's agreed staffing establishment, supporting the review of job roles and job descriptions and undertaking job evaluations as required
- To lead the delivery a high-quality HR service that is robust and fit for purpose at all stages of the employee life-cycle (recruitment through to leaver)

Trust Wide Responsibilities

- Contribute to Trust wide HR reviews, development and delivery of management development programmes, HR projects and initiatives.
- Contribute to the Trust wide development and review of HR policy and procedures, terms and conditions of employment and systems.

- Contribute to the monitoring and review of all HR related external partnership contracts and SLAs, e.g., Times Educational Supplement (TES), Payroll, Jobs Go Public (JGP), Online Single Central Record (OSCR) Occupational Health and Legal Services
- Provide ad-hoc support to the other schools within the Trust, on a range of HR Matters, including casework issue (as required).

Expected Behaviours of all Trust Staff

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents, and wider community the vision, purpose, and leadership of the Trust
- To ensure equal opportunities for all
- To be committed to safeguarding and to promoting the welfare of all young people
- To assist in the development of a culture and environment in which young people thrive and to drive forward innovation
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff
- Develop and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets, and take responsibility for own development.
- Actively engage in the performance review process
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students, and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive,
- courteous relations with students, parents, colleagues, and visitors
- Adhere to Trust policies and procedures

Additional requirements

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade, and responsibilities of the post
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this

commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional

- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust

Person Specification		Essential	Desirable
Qualifications	Have a minimum of Grade C in English and Maths GCSE level or equivalent	√	
	Demonstrate a high-level of complicity for maintaining confidentiality and managing sensitive data	√	
	A demonstrable flexible and proactive approach to the delivery of their work	√	
Characteristics & Attributes	A strong customer focus to ensure the timely delivery of agreed outcomes	√	
	Ability to quickly build relationships, gain the confidence and communicate diplomatically and effectively with all levels of stakeholders	√	
	Ability to rise to challenge, effectively manage own emotions and demonstrate an appropriate degree of personal resilience	√	
	Strong team player who can demonstrate excellent organisational skills, a strong attention to details and the ability to maintain accurate records	√	
	Confident IT user who can demonstrate effective use Microsoft Word with at least a good working knowledge and skills in using Microsoft Excel	√	
	A self-starter who can work independently, is well organised with the ability to meet agreed targets and challenging deadlines	√	
	A strong team worker who can demonstrate an enabling style of management	√	
	Demonstrable skills to effectively use Microsoft Word with at least a good working knowledge and skills in using Microsoft Excel	√	
	This post requires a satisfactory Enhanced DBS Disclosure	√	
	Demonstrable commitment to their own continual professional development	√	