

JOB DESCRIPTION

POST: HR Manager
LOCATION: SAND Head Office, Trust schools as and when required
PAY SCALE: £40,000 - £45,000

MAIN PURPOSE

To lead the development and implementation of the Trust's human resource and organisational development strategies and plans in support of the Trust's overarching Strategic Business Plan and fulfilment of its mission, vision and values.

To be responsible for the development, leadership and continual improvement of the human resources and service across the Trust and its multiple sites to enable all of the Trust's academies to focus on the right people with the right skills to enable the delivery of excellent learning & teaching and school improvement and so that all relevant statutory requirements are fulfilled.

KEY ACCOUNTABILITIES

- To make the Trust a destination employer within the education sector through an innovative approach to the entire HR life-cycle.
- To drive change management to support the evolution and efficiency of the Trust to achieve its vision, values and mission through effective systems and processes, delivering cultural change.
- To be responsible for resource planning and aligning the Trust's needs to its people strategy, including succession planning and talent management in partnership with the Senior Leadership Team.
- To lead on casework, restructures and employee relations and support on behalf of the Trust, liaising with external HR consultants, legal advisors and trade unions as appropriate including mergers and the TUPE process.
- Ensure the team provide management information that is accurate and timely to inform strategic decision making.
- To provide robust professional advice and clear recommendations for action in all aspects of HR policy and practice.
- Be responsible for ensuring that the Trust is operating within a legally compliant HR policy and procedural framework including but not limited to ensuring Safer Recruitment practices and the Single Central Record is accurate and compliant across the Trust.
- To ensure that the HR function manage HR MAT documentation including staff contracts, policies and procedures, forms, staff handbook etc. ensuring that they are regularly reviewed and updated and compliant with employment legislation, safer recruitment etc.
- To ensure that the Trust is compliant with equality legislation, in terms of arrangements for pay and conditions across its academies, giving professional recommendations and implementing action plans to address any inconsistencies of approach.
- To ensure that relevant legislative and educational employment knowledge is kept up to date within the Trust, advising on the interpretation and implementation of changes to ensure that all policies and procedures are up to date and legally compliant.
- Leading health and wellbeing at the MAT to promote and improve the health of employees, whilst having responsibility to review and improve absence management across the trust

SUPERVISORY RESPONSIBILITY

- HR Advisor

SUPERVISION RECEIVED

- Operations Director

PRINCIPAL CONTACTS

CEO, Operations Director, Headteachers, Finance Director and external HR advisors

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

Signed:.....(employee)

Printed:.....(employee)

Signed:.....(CEO)

Date:.....

PERSON SPECIFICATION HR Manager

Criteria	Essential	Desirable
Qualifications + Experience	<ul style="list-style-type: none"> • CIPD qualified • Experience of enabling and embedding change practices in a complex organization • Experience of operating at a high level with interaction with Board Directors/Trustees • Experience of managing a multi-site operation and harmonization of practices. 	
Knowledge and Skills	<ul style="list-style-type: none"> • ability to prioritise work effectively • ability to work flexibly to meet deadlines and respond to unplanned situations • Pragmatic approach to problem solving 	<ul style="list-style-type: none"> • Employment Law knowledge
Management	<ul style="list-style-type: none"> • experienced in the line management of staff • able to display effective ways to lead and manage a growing team with a wide range of abilities and experiences • able to lead, develop and motivate a team of staff, delegating duties as required 	<ul style="list-style-type: none"> • demonstrable organisational and strategic planning ability at school and Trust level
Communicate	<ul style="list-style-type: none"> • ability to respond positively to and actively support senior management within the MAT • demonstrate an effective method of communicating to a variety of audiences from Trust board, CEO, external partners and agencies to school-based staff 	<ul style="list-style-type: none"> • deliver presentations to School Staff, Trust Board and external partners/agencies
Knowledge & values of the Trust	<ul style="list-style-type: none"> • demonstrate the ability to identify with the Trust's values & principles • demonstrate a commitment to the wider work of the trust 	
Personal Qualities	<ul style="list-style-type: none"> • able to maintain confidentiality in all circumstances • proactive approach to work, being responsive, empathetic and supportive to all within the MAT • able to establish effective relationships with those working in the MAT • ability to build and form good relationships with colleagues and students • able to contribute new ideas and ways of working 	