



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Human Resources Business Partner (Employee Relations)		
Base:	Star Central, Blackburn		
Reports to:	Head of Human Resources	Grade:	M3 (SCP 48-53)
Staff Responsibility for:	Senior HR Advisors	Salary:	£43,757 to £48,549
		Term:	Full Year
Additional:	Some national travel required		Full Time Permanent

JOB PURPOSE

To create outstanding organisations that promote educational excellence, character development and service to communities.

JOB SUMMARY

1. Provide strategic input to the Head of HR to develop and implement value adding HR solutions across the HR remit with an emphasis on continual improvement across all Trust establishments.
2. Develop and lead the HR Advisory and Support team to provide a first class HR change management and advisory service for the Trust.
3. Work closely with the Executive Directors of Education, Principals and Education Improvement team to lead the delivery of rapid HR improvement in convertor academies.
4. Manage, develop and co-ordinate all generalist HR matters across the Trust ensuring compliance with all statutory requirements and the Trust's systems of operations.
5. Manage outsourced HR providers to achieve value for money and a speedy and efficient resolution to matters arising.
6. Support the Head of HR to manage the operation of the Joint National Consultative Committee and employee relations at a Trust level.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Human Resources Strategy

- 1.1 Support the Head of HR to develop and implement the overall HR strategy, with a particular focus on employee relations and HR advisory areas.
- 1.2 Input into the development of the 5 year HR plan and take responsibility for the development and implementation of areas within the agreed remit of the role.

2 HR Advisory and Support Service

- 2.1 Manage the in house HR Advisory and Support service for the Trust based on the Trust model which includes Senior HR Advisors, School Business Managers and HR leads and utilisation of outsourced HR providers for provision of advice and assistance with more complex Human Resources matters.
- 2.2 Lead the Senior HR Advisors and provide them with clear direction and support.
- 2.3 Manage the telephone and face-to-face HR support case management service within agreed performance SLAs.
- 2.4 Develop supporting documents and templates covering regular HR functions including policies, letter templates and pro-formas.
- 2.5 Communicate effectively with support providers to ensure a consolidated, smooth and timely approach to resolution of all matters arising.

3 Employee Relations

- 3.1 Provide coaching and support to the Senior HR Advisors to deal with issues that arise and act as the escalation point for complex issues within the Trust.
- 3.2 Support and liaise with Trust leaders to effectively manage complex employee relations issues that arise relating to discipline, grievance, attendance, and performance management matters.
- 3.3 Support the Senior HR Advisors to effectively manage their local Joint Consultative Committees and maintain a harmonious ER environment.
- 3.4 Lead national Trade Union meetings and negotiations working closely with the Head of HR.

4 Change Management

- 4.1 Act as a Business Partner to the Executive Directors of Education and other senior leaders within the Trust.
- 4.2 Provide expert knowledge and project management support on any change management situations that arise within the network, particularly in relation to academy transfers into the Trust, including but not limited to restructure, redundancies and TUPE.
- 4.3 Effectively lead and deploy the Senior HR Advisors to successfully manage TUPE transfers and restructures within their areas of responsibility.
- 4.4 Work closely with the Executive Directors of Education, Principals and Education Improvement team to lead the delivery of rapid HR improvement in convertor academies with a measurable and sustainable impact on key HR metrics.

5 Human Resources Management Information Systems

- 5.1 Input into the development of plans to specify requirements for HR data and information across the Trust.
- 5.2 Contribute to the development of common reporting processes at Trust level and across all schools that keep Trust Leaders, Trustees and Governors informed on performance indicators such as absences, turnover, performance appraisal, reward and tracking of ER issues.
- 5.3 Work in partnership with finance to take the lead on any payroll related HR issues.

6 HR Health Check

- 6.1 Lead the HR elements of the operations health check audit process across the Trust to provide clear information on HR strengths and areas for development.
- 6.2 Provide Trust level RAG reporting to monitor HR health and take a proactive approach to developing new HR initiatives where key trends are identified.
- 6.3 Provide ongoing coaching and support to Trust leaders to support them to make the required changes always aspiring achieve a best practice outcome.

7 Pay and Reward

- 7.1 Work closely with the HR Project Manager on the design and implementation of new pay and reward schemes, including job evaluation and equal pay, whilst minimising the risks where this is needed to ensure parity across the Trust and to meet statutory requirements.

8 Policies and Procedures

- 8.1 Carry out an annual review and update of all HR policies.
- 8.2 Consult and negotiate with the national Joint Consultative Committee when this policy work results in proposed changes to terms and conditions.

9 Outsourced Services

- 9.1 Manage selected outsourced HR services utilised by the Trust (e.g. Occupational Health, Health Cash Plan, and Employee Benefits) to achieve best value for money.

10 Safeguarding

- 10.1 Work closely with the Recruitment and Talent Manager to implement and advise on robust procedures for DBS, and identity checking and work permit processes for all staff, volunteers and governors.
- 10.2 Work closely with the Trust Safeguarding team on safeguarding matters related to staff.

11 Other responsibilities

- 11.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 11.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 11.3 Contribute to the wider life of the Trust and the Star community.
- 11.4 Carry out any such duties as may be reasonably required by the Trust.

12 Records management

- 12.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	CIPD graduate or equivalent formal HR qualification	E	✓	
2.	Educated to degree level	D	✓	
3.	Postgraduate qualification	D	✓	
EXPERIENCE				
4.	At least 3 years HR Management level experience	E	✓	
5.	Extensive experience of providing complex employee relations/generalist HR advice and guidance to Senior leaders in a schools setting	E	✓	✓
6.	Extensive experience of managing a significant caseload of HR cases from start to finish and achieving a successful outcome	E	✓	✓
7.	Experience of developing effective HR systems, policies and procedures	E	✓	✓
8.	Experience of managing and effectively implementing HR change projects including TUPE and restructure within a complex environment	E	✓	✓
9.	Experience of developing positive and effective working relationships with trade unions	E	✓	✓
10.	Experience of providing HR advice and guidance within a schools setting	E	✓	✓
11.	Experience of successfully leading a HR team	E	✓	✓
12.	Experience of working across multiple sites	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
13.	Experience of managing external providers of HR support services	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
14.	In-depth expert knowledge of current HR legislation	E	✓	✓
15.	Strong ICT Skills	E	✓	✓
16.	Excellent written and verbal communication skills and be able to relate well to all stakeholders	E	✓	✓
17.	Ability to work as part of a team	E	✓	✓
18.	Good planning and project management skills	E	✓	✓
19.	Knowledge of Academy legislation	D	✓	✓
20.	Understanding of national terms and conditions and Education legislation that impact on employment of staff in academies	E	✓	✓
21.	Understanding of the workings of a Multi-Academy Trust	D	✓	✓
PERSONAL QUALITIES				
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
27.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
28.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓