

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Regional HR Administrator</b>
<p><b><i>E-ACT is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. In order to achieve these aims, we recognise that it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share our commitment. E-Act is committed to promoting equality of opportunity and diversity.</i></b></p>	
<p><b>PURPOSE OF JOB</b></p> <p>To coordinate and supervise personnel/HR administrative systems within the regional Academies.</p> <p>To contribute to the planning, development and monitoring of the regional HR operation to ensure all reporting systems are accurate and effective, recruitment is safeguarding compliant and HR policies are current and accessible.</p>	
<p>Line managed by: Regional HR Manager</p>	
<p><b>KEY RESPONSIBILITIES</b></p> <p>Be responsible for the effective implementation and maintenance of specific HR administration procedures including:</p> <ul style="list-style-type: none"> <li>• Absence Management</li> <li>• Recruitment</li> <li>• Induction &amp; Probation</li> <li>• Performance Management</li> <li>• Personnel files</li> <li>• Payroll variations</li> <li>• Academy Policies</li> <li>• SIMS data maintenance</li> </ul>	
<p><b>MAIN ACTIVITIES</b></p> <p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>• As a member of the Regional Team ensure good practice is shared.</li> <li>• Line Management responsibilities where appropriate, to undertake recruitment/induction/appraisal/training for other staff</li> <li>• Take a lead role in the development and maintenance of administrative processes and information systems, ensuring that relevant information is available as required.</li> <li>• Ensure that the values, principles and mission of E-ACT are evident in the discharge of the duties of the post and share and act on best practice across the E-ACT Trust</li> </ul>	

## **Operational**

- To administer the processes and systems that are in place to ensure the effective management of staff absence, including recording and monitoring of absence levels and advising the Regional Operations Director when Absence triggers causing concern have been reached in accordance with Absence Management policies and procedures
- Advise staff on assessment of salaries, absence and maternity/paternity procedures.
- To administer the recruitment of staff, including advertisements, application packs, referencing, interview and appointment processes in line with Safer recruitment policy
- Manage complex administrative procedures to ensure safeguarding compliance.
- Implement and co-ordinate processes as necessary in conjunction with relevant policies, including Induction, Probation and Performance Management and assemble required documentation as required, ensuring confidentiality is maintained.
- To maintain accurate, up to date paper and electronic staff records to meet E-ACT requirements, ensuring compliance with the Data Protection Act, Safeguarding and associated legislation
- Prepare staff information to support the academy monthly payroll
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff
- Be responsible for completion and submission of complex forms to outside agencies and other statutory returns, as required
- Undertake research and obtain accurate information to inform decisions
- To be aware and advise on HR policies to reflect statutory changes and Trust direction, ensuring current HR policies are visible and available.
- To share good HR practice through communication/training other staff
- To support positive staff welfare approaches and liaison with preferred occupational health providers

## **Additional duties**

- Comply with and assist with the development of policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To undertake any other duties appropriate to the grade of the post as requested by the Regional Operations

## **Special Conditions**

Possibility of additional working time may be required during term time and holiday periods to ensure an effective HR service is operational

## **PERSON SPECIFICATION**

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to ***think big*** for yourselves and for the world around you;
- We want everyone to ***do the right thing*** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

## OUR VALUES

<b>Thinking Big</b>	<ul style="list-style-type: none"> <li>• Show energy, enthusiasm and passion for what you do</li> <li>• Demand the highest quality in all that you do, and in the work of your team</li> <li>• Willing to champion new ideas and think beyond the status quo</li> <li>• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better</li> <li>• Be open to new ideas and change where it will have a positive impact on the organisation</li> <li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li> <li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li> <li>• Commitment to self-development, and developing your wider Team</li> <li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li> </ul>
<b>Doing the Right Thing</b>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<b>Showing Team Spirit</b>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples' needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

## **KNOWLEDGE, EXPERIENCE & SKILLS**

<b>Requirement</b>	<b>Assessed at</b>
<b>E – Essential</b>	<b>A – Application Stage</b>
<b>D – Desirable</b>	<b>I – Interview Stage</b>
	<b>P – During the probationary period</b>

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	Knowledge of HR Operations		X	X	X	X
	CIPD qualified		<b>X</b>	X	X	X
	GCSE grade A*-C Maths & English	X		X	X	X
	Computer literate	X		X	X	X
<b>Experience</b>	Experience within an educational environment		X	X	X	X
	Ability to prioritise under pressure	X		X	X	X
<b>Skills</b>	Sensitivity towards confidential information	X		X	X	X
	Ability to liaise with stakeholders across the region	X				X

## **HOW TO APPLY**

To apply for this role please complete the application and equal opportunities form, and send to [daventryregionhr@e-act.org.uk](mailto:daventryregionhr@e-act.org.uk) by midday on 15<sup>th</sup> November 2017.