

Job Description

Post:	Human Resources Cluster Lead
Salary:	Grade 5 / A
Reports to:	Human Resources Manager – Employee Relations
Hours:	Full time – term time only considered

Purpose of the post

Working in support of the HR Manager - ER to provide a professional, high quality and timely service, providing support to key stakeholders within an assigned cluster. To take responsibility for an individual HR case load and operate as the first point of contact for the cluster. Where relevant to undertake HR administrative duties. Working in partnership with key stakeholders by pro-actively coaching senior managers through all HR case issues, with the objective of improving the quality of people management and employee engagement.

Main duties and responsibilities

- Provide employment advice and guidance on the proactive use of HR policies and procedures to meet best practice standards
- Actively work with senior leaders across the trust to resolve case management issues, up to and including dismissal
- Complete HR KPI's for all academies within the cluster and present to senior leaders on a monthly basis
- Meeting with academy principals on a fortnightly basis to review the academy issues logs and proactively manage all 'live' cases
- Assist in the provision of support and advice to managers in respect of the range of complex employee relations casework and associated activity in accordance with agreed policies and procedures
- Coaches and advises managers in the implementation of change management.
- To be the initial point of contact to provide advice on HR policy and procedure, employment law and terms and conditions of employment
- Oversee and advise on absence, disciplinary, grievance and performance management policy and practice
- Ensure that all case management is consistently and professionally managed
- Liaise with the HRM - Operations and HR Central Team to ensure that all paperwork is correct and available ahead of case management meetings
- Liaise with Union colleagues in order to resolve complex cases in a timely manner
- Support the HRM - ER with complex cases across the trust
- Support HR policy development and implementation
- Demonstrate a commitment to ongoing professional development
- Maintain confidentiality in all matters, adhering to Data Protection legislation at all times
- Undertake ad hoc project work as directed by the HRMs
- Remain up to date and work within Keeping Children Safe in Education guidelines at all times

Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Educated to GCSE standard or equivalent	✓		
CIPD HR Intermediate Certificate / Diploma Level 5 or equivalent qualification or experience	✓		Application form
Experience, knowledge and understanding			
Awareness of data protection and information security guidelines	✓		Application form / Interview / References
Experience of providing a high level of case management, ideally in an education setting	✓		
Experience of managing complex absence, disciplinary and grievance cases	✓		
Experience of working in a HR team		✓	
Personal attributes and qualities			
Demonstrate ability to prioritise workload and produce accurate, detailed work within deadlines	✓		Interview
Ability to use appropriate judgement to seek and clarify detail where appropriate.	✓		
Has resilience, motivation and commitment to driving up standards of HR practice.	✓		
Ability to work independently to solve a range of problems relating to administrative processes	✓		
Willingness to contribute to team efficiency through sharing information and constructively supporting others	✓		
Other			
Able to work flexibly including regular travel across the geographic coverage of the group and occasional evenings, according to the needs of the service		✓	Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
The post holder will be required to hold appropriate membership of a professional body		✓	
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational	✓		
Health provider can ascertain their medical fitness for the post	✓		