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| **Aston Manor Academy / Chilwell Croft Academy** |
| **Job Title:** | **Human Resources Manager** |
| **Responsible for:** | **HR Administrator** |
| **Responsible to:** | **Business Manager / Executive Director** |
| **Core Purpose:** | To take a leading role in the implementation of the Human Resources Strategy across the Trust. Support and manage organisational change and ensure best practice in the management of Human Resources across Aston Manor Academy and Chilwell Croft Academy.  |
| **Main duties and responsibilities:** | * In consultation with both Headteachers and other relevant staff, assist with the development of the HR Strategy by reviewing existing policies, procedures and practices to ensure compliance with employment law, statutory requirements and best practice.
* Manage all aspects of difficult and complex employee relations casework in such areas as disciplinary, grievance, harassment investigations, absence management etc. ensuring compliance with Trust policies and procedures.
* To support and lead on management of change, including restructuring and reorganisation, and work with managers to achieve organisational objectives.
* To provide specialist advice, guidance and support to senior and line managers on a wide range of people management issues including contracts of employment, terms and conditions of employment, remuneration etc. in order to enable fair, consistent and effective staff management.
* To assist in the drafting, development and production of new HR policies and procedures as required.
* To ensure the Trust is compliant on all policies and that they are implemented fully.
* To support both Headteachers in the management of grading reviews and job evaluation systems.
* To play an active role in all stages of the recruitment and selection of staff to both Academies within the Trust.
* To generate and interpret relevant management and workforce information.
* To provide support and advice, as appropriate, to individual members of staff.
* Contribute to Trust wide training presentations and events on HR-related matters.
* To take a leading role on HR projects and/or initiatives as required.
* To work towards continuous improvement, maintaining an excellent understanding of current and proposed HR practices and developments.
* To oversee the performance management systems for both teaching and non-teaching staff. Ensure appropriate performance management policies are in place. Monitoring of annual reviews of performance for all staff. Dealing with competency/capability issues.
* To check and distribute Trust wide contracts of employment.
* To send all contractual changes to Payroll on a monthly basis and complete all contractual variations as necessary.
* To undertake the return to work interviews for staff at Aston Manor Academy and manage any issues with absence to include formal absence monitoring.
* To be responsible for the relevant checks for all those working within Aston Manor Academy.
* Other duties as required, commensurate with the role.
* Review Job Descriptions and Personal Specifications to ensure roles support the Aston Manor Academy School Improvement plan.
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| **General:** | This job description outlines the broad areas of responsibility and accountability for the post. It will be reviewed on an annual basis and any modifications or amendments will only be made following discussion with the Business Manager / Executive Director.  |
| **Child Protection** | To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust. |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all post holders and successful applicants. |
| **Review and Amendment** | This job description is normally subject to an annual review. It may be amended at the request of the Business Manager / Executive Director or post holder but only after consultation with the post holder. |
| **Signature of Postholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_** |

**Person specification**

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| **Human Resources Manager** |
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| **Experience:** |
| 1 | Demonstrable experience of working at a senior HR professional level |
| 2 | Significant experience of effectively managing change in a business environment |
| 3 | Experience of dealing with difficult and sensitive situations in a professional and diplomatic manner |
| 4 | Experience of prioritising workload to deal with a wide range of varied and competing tasks |
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| **Skills & Abilities:** |
| 5 | Excellent oral and written communication skills with the ability to engage, inform and negotiate with colleagues and staff representatives at all levels, including Trade Unions |
| 6 | Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel and Access databases |
| 7 | Demonstrable knowledge of current (and proposed) HR legislation and the implementation of best practice techniques |
| 8 | Ability to deal with potentially difficult and sensitive situations confidently and effectively |
| 9 | Demonstrable ability to develop and translate HR policies and procedures into practical solutions for managers |
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| **Education & Qualifications:** |
| 10 | Minimum CIPD qualification |
| 11 | Degree level or equivalent |
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| **Training & Professional Development:** |
| 12 | Evidence of relevant continuous professional development |
| 13 | Willingness and commitment to undertake professional HR-related training, including study in own time  |
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| **Other:** |
| 14 | A high level of interpersonal communication  |
| 15 | Demonstrable ability to develop and deliver training to staff |
| 16 | Demonstrable record of working flexibly and using own initiative |
| 17 | Able to work in an energetic environment |