



Regional HR Officer - West

Application Pack

Walsall and Willenhall
West Midlands

#TransformingLives

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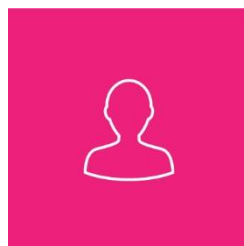
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01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.

02. Job Description

Regional HR Officer - West

The Role: Support the Regional HR Business Partner to effectively execute a proactive, effective and efficient HR service ensuring that strategies are in place to balance the needs of individual academies whilst supporting the delivery of ATT's strategic objectives. The Regional HR Officer – West will be responsible for leading on HR operations for a cluster of academies within the West Midlands cluster of primary and secondary academies.

Responsible to: Regional HR Business Partner (West)

Key responsibilities:

- Support the Regional HR Business Partner with the effective provision of HR services, responding to staff issues as appropriate
- Work collaboratively with a team of HR administration staff in academies
- Provide high quality, professional advisory services to Principals, Managers and Governors. This will include:
 - provision of advice to Principals, Managers and Governors on employment practices, pay and conditions of service, and legal and best practice implications of employment issues;
 - advising and supporting a wide range of HR issues, including discipline, capability, absence and grievance, together with attendance at meetings;
 - supporting the delivery of change management programmes/initiatives, ensuring that all activities are firmly aligned with the needs of the organisation and consistent with their legal obligations;
 - establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment
- Support on the development, implementation and monitoring of HR strategies, policies and procedures
- With support from the Regional HR Business Partner, coordinate and sometimes lead on local trade union consultations and negotiations
- Work collaboratively with a range of internal and external partners to identify scope for co-ordinated approaches to delivery of HR services to schools
- Effectively gather, report on and use HR data and metrics to underpin best practice and effective people management and planning
- Manage and coordinate recruitment and selection activity in the region for specific academies
- With the Regional HR Business partner gather payroll changes on a monthly basis for staff in the region and report back to payroll officers centrally by the appropriate payroll deadlines.
- Support on the learning and development programme, identifying learning and development needs and appropriate training strategies
- Support the Regional HR Business Partner with design and delivery of customised HR training
- Support academies to have the capability and capacity to manage HR issues effectively at academy level
- Provide consistent, open and ongoing communication on all HR issues
- Keep abreast of HR best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of HR activities and functions
- Undertake the duties and responsibilities within the broad remit of ATT's policies and procedures.
- Any other reasonable request from the Regional HR Business Partner.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

03. Person Specification

Regional HR Officer - West

	Essential
Education and Training	<ul style="list-style-type: none"> • Educated to foundation degree level or commensurate experience • CIPD part-qualified or a desire to work towards a Level 5 Apprenticeship
Knowledge and Experience	<ul style="list-style-type: none"> • Up-to-date knowledge and understanding of human resources best practice and an understanding of the practical application of employment law • Knowledge and understanding of key human resources processes • Knowledge and understanding of key educational issues • Sound experience of managing and bringing to a successful conclusion human resources casework including discipline, grievance, capability and harassment • Ability to work collaboratively to review, develop and implement effective human resources policies and procedures • Ability to analyse and interpret complex information and prepare and deliver briefings, reports and presentations • Demonstrate successful experience promoting and implementing equalities and diversity considerations in all aspects of Human Resources Management including organisation development • Successful experience working collaboratively on change management initiatives and projects
Competencies	<p>Leadership</p> <ul style="list-style-type: none"> • Communicate in a fluent and adaptive manner; experience of successfully influencing opinion and generating support • Manage conflicting priorities, both individual and team, to achieve stretching objectives • Strong project management, organisational and planning skills <p>Coping with pressure and setbacks:</p> <ul style="list-style-type: none"> • Works productively in a high-pressure environment • Maintains a positive outlook at work • Thrive in a fast paced, and often ambiguous environment <p>Working with people:</p> <ul style="list-style-type: none"> • Inspire confidence among Principals and senior colleagues • Work effectively with a broad range of stakeholders and partners • Listens well, communicates clearly and fluently <p>Delivering Results:</p> <ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Make sound judgements and assess potential problems at both strategic and operational level • Use discretion intelligently, resourceful and solution-oriented

04. Person Specification

	<p>HR Acumen</p> <ul style="list-style-type: none">• Drive and enthusiasm for delivering a quality HR service that consistently produces positive and business focused outcomes• Ability to be creative and analytical in order to develop flexible solutions to HR issues• Customer driven, pragmatic, action oriented style• Professional integrity and resilience• Business aware and creatively apply HR and commercial acumen
Values	<ul style="list-style-type: none">• Personal vision is aligned with ATT's high aspirations and expectations of self and others• Genuine passion and a belief in the potential of every student• Motivation to continually improve standards and achieve excellence above norms.
Other	<ul style="list-style-type: none">• Demonstrates integrity• Promotes and defends equal opportunities• Commitment to the safeguarding and welfare of all pupils• This post is subject to an enhanced Disclosure and Barred Service check



04. How to apply

Regional HR Officer - West

Salary:

Actual Salary: £27,404 - £29,135 per annum

Full Time Equivalent Salary: £33,799 - £35,934

NJC Scale Points 31 - 33

Status:

Part-time, 30 hours per week

All year round (52 weeks)

Closing date:

Friday 21st February 2020, midnight

Interviews:

To be confirmed.

Applying:

Please apply by visiting:

<https://www.academytransformationtrust.co.uk/vacancies>

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