**Part-time People Business Partner - Hastings**

Ark is an international charity, transforming lives through education. We exist to ensure that every young person, regardless of their background, has access to a great education and real choices in life.

We have a network of 35 schools in the UK and have even opened a school in Delhi, India. But we want every child to succeed, that is why we’ve spent the last ten years developing new techniques and programmes, discovering what works in our schools and rolling them out more widely*.*

We are now seeking to appoint an ambitious **People Business Partner** to deliver excellent stakeholder engagement and HR service delivery to our schools in Hastings. You will be responsible for providing professional support across the schools and will work in partnership with the Regional Director to develop and implement People strategies, plans and practices.

As part of a wider People team, it is essential that the successful candidate is able to work collaboratively; you will visit London at least once a month and have wider responsibilities, across the team and schools.

In this role, you will bring your professional knowledge and personal creativity to continuously improve the quality of the People service.

**The ideal candidate will:**

* have a strong track record as a Business Partner, including managing multiple relationships
* have the ability to inspire confidence through quality of technical HR skills and excellent stakeholder engagement
* be comfortable in a fast-moving, dynamic and challenging environment, with a focus on outcomes
* demonstrate a genuine resonance with Ark’s mission and values.

To apply, please submit a CV and covering letter [here](https://goo.gl/wjS22y)by **11am** on **Tuesday 29 August 2017.** Interviews are expected to take place on Monday 4 September in Hastings.

If you have technical queries, please contact the Recruitment Team on 020 3116 6345 or recruitment@arkonline.org.

**Start Date:** ASAP
**Location:** Hastings – various sites

**Hours:** 22.5 hours over 5 days (flexibility in pattern – to be discussed at interview)
**Salary:** FTE £40,000 - £45,000 (pro-rata £24,000 - 27,000) + 11% pension contribution
**Contract:** Permanent

**Closing Date:** 11am on Tuesday 29 August

**Interview Date:** Monday 4 September

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check*

**Job Description: People Business Partner (Schools)**

**Reports to:** Head of People Operations & Projects

**Location:** Field based aligned with School Regional Director(s)

**The Role**

As People Business Partner you will deliver excellent stakeholder engagement to all of your Region’s schools. Ensuring the effective delivery of a proactive and efficient People service and ensuring that strategies are in place to balance the needs of individual academies whilst supporting the delivery of Ark’s strategic objectives.

In this role you will be expected to be a contributing member of the wider People team, bringing your professional knowledge and personal creativity to continuously improve the quality of the People service.

**Key responsibilities**

* Partner with Regional Director(s) to enable the effective development and implementation of People strategies, plans and practices
* Support your Region(s) on all key People processes, providing guidance, coaching and constructive challenge when appropriate
* Effectively engage, and work collaboratively with Central People Team Heads and other Central Function Leaders to positively influence the high performance and professional Central support services to your Region(s)
* Lead on local trade union consultations and negotiations
* Own, analyse, and report People data in ways that underpins best practice and effective people management and planning (including management intelligence and on which strategic decisions can be made)
* Where appropriate; design and deliver customised People training
* Support and/or lead project work in support of Ark’s plans and priorities
* 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 human resources activities and functions

**Person Specification: People Business Partner (Schools)**

**Qualifications**

* CIPD qualified (or equivalent)

**Knowledge and experience**

* Strong experience working at a senior HR capacity which included responsibilities for senior stakeholder management
* Up-to-date knowledge and understanding of HR best practice and a thorough understanding of the practical application of employment law
* Knowledge and understanding of the education sector (desirable)
* Sound experience of managing and bringing to a successful conclusion complex ER matters, ideally within a Trade Union environment
* Ability to analyse and interpret complex information and prepare and deliver briefings and or presentations
* Successful experience working collaboratively on change management initiatives and projects

**Personal qualities**

* Drive and enthusiasm for delivering a quality HR service that consistently produces positive and business focused outcomes
* Ability to make sound judgements and assess potential problems at both strategic and operational level
* Ability to communicate in a fluent and adaptive manner; experience of successfully influencing opinion and generating support
* Professional integrity and resilience
* Thrives in fast paced, and often ambiguous environments
* Able to use discretion intelligently; resourceful and solution-oriented
* Able to manage conflicting priorities and achieve stretching objectives
* Experience of working in partnership and collaboration; able to work effectively with a broad range of stakeholders and partners
* Ability to be creative and analytical in order to develop flexible creative solutions to complex HR issues
* We expect you will already be operating in a similar role and be comfortable and confident in working directly with senior leaders

**Values**

* Personal vision is aligned with Ark’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

**Other**

* This post is subject to an enhanced Disclosure and Barring Service check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*