

# Job Description

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|--------------------------|---|
| <b>POST:</b>             | Lead People Directorate (PD) Business Partner – London and South East (inc National Office)   |
| <b>RESPONSIBLE TO:</b>   | The Head of PD Services   |
| <b>RESPONSIBLE FOR:</b>  | In the current/proposed structure 3 Business Partners (two regional and one for national services) and with indirect responsibility for PD Cluster leads, PD Officers and Administrators (where they report into PD). The National Services BP, who this post will line manage, has a different remit to that of the regional BPs and includes amongst other things overseeing the Operations Team. |
| <b>SALARY:</b>           | SP57 – 61 £62,565 to £67,053 on the Inner London pay scale<br>SP56 – 60 £60,879 to £65,367 on the Outer London pay scale<br>SP57 – 61 £59,815 to £64,303 on the National pay scale<br>plus car allowance (as travel will be required + Local Government Pension Scheme  |
| <b>LOCATION:</b>         | Based within the London and South East Region (which covers Enfield, Essex, Croydon, Kent and inner London)   |
| <b>WORKING PATTERN:</b>  | Full time   |
| <b>DISCLOSURE LEVEL:</b> | Enhanced  |

## THE CONTEXT OF THE ROLE:

This role is a new role to accompany the relaunch of the People Directorate which has three key purposes:

1. To create and implement a wholly Oasis led employment framework. To date, Oasis support staff have come across to Oasis with their TUPE terms and conditions and some staff are on a mix of various OCL T&Cs. Our aim is to create one set of T&Cs and behind this to design an Oasis family of jobs, together with reviewing our JE scheme to ensure that what is key to Oasis is at the heart of it, and to revise our policies and procedures to the same end.
2. To deliver a programme of wellbeing to our staff which will largely be driven by improving line management skills. This in turn will enable our leaders to improve the culture so that it is more aligned to Oasis, recruit more effectively, conduct 1:1s in a more emotionally intelligent way, deal with staff conflict in a way that transforms it rather than escalates and, overall, encourage staff to develop behaviours that are characterised by the Oasis 9 Habits. This may also include supporting with other key projects such as tendering for a new Occupational Health provider,

rolling out the Simply Health cash plan scheme, annual staff survey, regional working parties and other key initiatives as and when they arise. You will also be required to participate with staffing, on a rota basis the HR advice line as all BPs and cluster Leads will be required to do (with a move to increasing permanent capacity on there gradually)

3. To shift the focus of the role from having to react to employment cases to enabling the PDBP to work with the RD and Principal in support of the aims of the Academy Development Plan (ADP). The implementation of the ADP depends on staff to achieve it. The PD service/the PDBPs need to know and understand the ADPs so that they can orientate their advice and guidance in any one academy in line with it.

## **JOB PURPOSE:**

In the context of the above strategy this role is focused on maintaining the current PD services while overseeing the implementation of new initiatives arising from the strategy.

## **SPECIFIC RESPONSIBILITIES:**

### **Oversight of PD Services**

- To lead and have overall responsibility for the delivery of PD Services in the London and South East region.
- To line manage the regional PDBPs and through them ensure that PD Services are delivered to the agreed standard.
- To monitor the success of Oasis PD through tracking key employment related data in academies in London and the South East, including recruitment, absence and retention.
- Supporting the RDs to intervene with leadership teams where problems arise.

### **Best employment practice**

- To ensure that each Academy understands how to conduct its employment responsibilities and working with the PDBPs and Cluster Leads to ensure that Senior Leaders and local HR staff are adequately trained to carry out their responsibilities
- To ensure that there is a strong line of communication between the Head of PD Services through to the PDBPs, to PD Cluster Leads, to the local level and back up the chain so that Oasis employment matters are dealt with consistently across the regions.
- To advise the PDBPs and leaders on complex employment cases; to track and have an overall understanding of employment issues in the Regions and to identify and report to the Head of PD Services where there is risk to the organisation.
- To be aware of recruitment needs in academies and to ensure that steps are taken to respond to them
- To monitor recruitment practice in academies to ensure that recruitment is being undertaken in line with Oasis standards and Safer Recruitment;

- To work with the national recruitment lead for the recruitment and selection of Principals and other key leadership posts in London and the South East. The postholder may be required to sit on leadership panels as and when required.

- To contribute to the work on the employment framework and, once completed, to be responsible for implementing it in the regions the postholder has oversight for, in partnership with the leadership teams. The work on the Oasis employment framework will be led by another team and it will be important for this role to be closely connected with the work so that when it is ready to be implemented the implications are understood.
- To maintain own expert knowledge of relevant policies, procedures, legislation, etc attending and participating in conferences, training events and meetings as necessary and working with the PDBPs to create a portal of excellence for PD resources to support and develop our managers and leaders. To be responsible for their own learning and continuing professional development as well as that of the ER function and individual team members.
- To be responsible for major projects led by PD as required.
- To potentially deputise for the Head of People Services in their absence.
- To work in partnership with the Systems Team and the Data Team to review and propose to the Director of People and Head of People Services, ways to improve the provision and use of PD Metrics and other management information in order to inform organisation wide development and PD priorities.

### **Staff character and wellbeing**

- To be aware of the culture of the individual academies in the regions and to identify with RDs and Principals where there are problems with the development of an appropriate Oasis culture by utilising people metrics in the process
- To work with Senior Leadership Teams, Service Leads, the RD and the Learning and Development (L&D) Team to identify how those issues can be addressed through improved line management
- To ensure that the PD team is upskilled in these areas in order that they can work with the RD and where appropriate the L&D Team to implement the required line management training on an academy by academy basis and using online platforms
- To champion the importance of mental health issues in individual academies/services to Senior Leadership Teams and the RDs to ensure that these are being addressed appropriately and wherever possible
- To take a key role in industrial relations and staff voice issues on a local, regional and national level

### **The Academy Development Plans and overall educational outcomes**

- To understand the educational context of each academy by keeping up to date with the latest OFSTED and MST assessments, so that PD advice can be delivered in this context
- To know the aims and objectives of the plans of the individual academies that require the most support and how these plans affect that staff structures and needs in the academies; to ensure that the relevant BPs/Cluster Leads have the same level of understanding.
- To ensure that the Principals and RDs are supported from a people perspective in the delivery of their plans and to ensure that all PD advice provided to the Principal and RD is given in the context of the plan without neglecting our obligations under employment law and the Oasis Ethos. Through

this process to be aware of the succession needs of academies and to ensure that Senior Leadership teams are taking these needs into consideration

- To work with Regional Directors and relevant National Leaders to develop staffing structures, job roles and contractual arrangements that best meet the changing needs of OCL.
- To help manage change in a way that balances Ethos, legal, contractual and trade union issues with practical considerations.
- To take a proactive lead on specific organisational changes, including supporting leadership teams with trade union negotiation on restructures, job design and conditions of employment where necessary.
- To be a 'critical friend' of Academy Leadership Teams.

## Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

### OTHER:

The postholder will be required, in the absence of other colleagues or when a particular academy in the region is under pressure to assist with other duties which is likely to involve spending time at various sites.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

### Signed:

|                   |  |                      |  |
|-------------------|--|----------------------|--|
| <b>Employee:</b>  |  | <b>Line Manager:</b> |  |
|                   |  |                      |  |
| <b>Print Name</b> |  | <b>Print Name</b>    |  |
| <b>Date</b>       |  | <b>Date</b>          |  |

# Lead People Directorate Business Partner Person Specification

## Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

|   | Essential   | Desirable   |
|---|---|---|
| <b>Qualifications</b>                     | Substantial experience as an HR Business Partner or in a generalist HR Role.  | <ul style="list-style-type: none"> <li>• PRINCE2 qualification.</li> <li>• Coaching qualification</li> <li>• Accredited Mediator</li> <li>• Chartered Member of the CIPD or equivalent.</li> <li>• Degree educated</li> </ul> |
| <b>Experience, Skills &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>• Substantial experience of case management, change management, management information systems and policy development.</li> <li>• Experience of working within a complex matrix management framework across a geographical spread.</li> <li>• Strong knowledge of employment law with the ability to apply employment law concepts in a flexible way, balancing legal compliance with our organisational ethos.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of teachers pay and conditions.</li> </ul>   |

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|                           | <ul style="list-style-type: none"> <li>• An expert understanding of and commitment to diversity, equality and inclusion.</li> <li>• Strong project management skills</li> <li>• Practical experience of finding creative and cost-effective ways of meeting L&amp;D needs within the context of overall regional objectives and limited training resources.</li> <li>• Risk Management; ability to raise risk issues across the organisation once escalated, and with the Director of People and Organisational Development and ensures all risks relating to people matters in OCL are documented, monitored and managed effectively.</li> <li>• Ability to translate the OCL ethos into PD practice and processes.</li> <li>• Ability to adapt and adjust legal and PD best practice appropriately in a complex working environment</li> <li>• Good line management and coaching skills</li> <li>• Excellent written and verbal communication skills. Confidence to apply both formal and informal styles where required.</li> <li>• Strong interpersonal skills.</li> <li>• Financial understanding including the ability to quickly understand the financial consequences of employment decisions.</li> </ul> |  |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> </ul>  |  |