**Job Description**

**Trust Human Resources Manager**

**Grade: J**

**Working hours: 37 hours per week, term time plus 3 weeks**

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| **Position title** | **Human Resources Manager (HRM)** |
| **Location** | Nene Education Trust, Mountbatten Way, Raunds, Northamptonshire, NN9 6PA. Travel will be required to each of the schools within the Trust. |
| **Accountable to** | Chief Operating Officer |
| **Responsible for** | The HRM will manage all transactional HR services within the Nene Education Trust on a day-to-day basis. They will seek continuous improvements in the quality of those services and look to deliver efficiencies in all aspects of delivery. |
| **General Summary** | The HRM will lead and manage all transactional HR services within Nene Education Trust Schools. They will ensure that Nene Education Trust i*s* supported by a highly capable and professional transactional Human Resources function, which provides a focussed and enabling range of HR services. The post holder will be responsible for the delivery of the Recruitment, Retention and Resourcing strategic aim in that they will ensure that the Trust is able to ‘*Attract and retain the right people to do the right things at the right time.*They will also lead on:* Recruitment with a values-based approach
* HR governance processes
* Governance of policies and procedures
* Workforce audit
* Lead on other projects as assigned from time to time
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| **Core Responsibilities** | * Manage the delivery of a high-performance generalist HR service covering end to end of the employee lifecycle.
* Implement HR Strategy within Nene Education Trust working alongside the executive team, trustees and governors.
* Provide a recruitment infrastructure that ensures consistent and fair recruitment and selection practices across Nene Education Trust
* Ensure that Nene Education Trust has a values-based recruitment approach that ensures that the Trust recruits staff that live our values and display the right attitudes and behaviours
* Manage the processes covering the hiring of temporary staff across the Trust, with a view to standardisation and streamlining of such activity.
* Be responsible for reporting accurate and useful information to inform planning and resourcing.
* Develop and implement systems, policies and procedures to ensure the Nene Education Trust is able to recruit, retain and deploy the right numbers of staff with the appropriate values and skills to support the delivery of high-quality teaching to our student population
* Deliver advice, papers, updates and briefings for both internal and external stakeholders as required.
* Co-operate and support internal and external audit and regulators as required, ensuring that all audit actions are completed in a timely manner.
* Identify innovative ways of improving and developing service delivery. Introduce and drive change management initiatives.
* Manage investigations and complex employee relations issues including redundancy and grievance.
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* Identify innovative ways of improving and developing service delivery. Introduce and drive change management initiatives.
* Manage investigations and complex employee relations issues including redundancy and grievance.
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| Leadership and Corporate Governance | * Actively contribute to the successful team working of the executive team and school leadership teams.
* Ensure that the HR function is positive, proactive and influential in its contribution to the Nene Education Trust strategic and operational planning processes.
* Embrace high standards of employment practice and act in accordance with the ‘Nene Education Trust Code of Conduct’.
* Promote the vision, values and behavioural framework of Nene Education Trust.
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| Performance Management | * Ensure that systems are in place to evaluate and review performance against agreed workforce targets and performance indicators.
* Deploy, through Workforce Information & Intelligence, an integrated balanced scorecard approach, to drive service line workforce performance and improvement and enhanced compliance with all relevant standards.
* Implement systems for the regular review of individual performance of direct reports, provide constructive feedback and advice and ensure that their development needs are met to help them achieve their full potential.
* Establish a supportive, fair and open culture that encourages and enables all parts of the workforce to meet required performance standards.
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| Key Relationships | * Nene Education Trust Executive Team and staff at all levels
* Finance/Payroll Department at EPM
* Recognised Trades Unions
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| Equality and Diversity | * Promote equality of opportunity and diversity in area of responsibility and within all areas of employment/HR policy.
* Ensure compliance with equality and diversity legislation and develop active commitment to the need to ensure equality of opportunity and the benefits of diversity.
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| Personal and People Development | * To participate in Nene Education Trust performance appraisal system and to undertake any identified training and development related to the post.
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| Additional | * To play a full part in the life of the rust, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To promote an environment that enables all students to realise their potential.
* To actively promote and comply with the NET’s corporate policies and especially Child Protection, Safeguarding and Health and Safety.
* To participate in Performance Management and continue professional development as agreed.
* To be courteous and respectful to all members of the NET community.
* To undertake any other reasonable, related duty, which the CEO may request from time to time within a reasonable work schedule.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not identified. |



Person Specification

**Experience and work achievements**

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| Has significant experience of working with Senior Management Teams. | Essential |
| Significant experience of working within a HR team and ensuring that effective and efficient HR support and systems are provided | Essential |
| Proven senior HR leadership experience in a highly unionised environment. | Desirable |
| Experience of successfully managing resourcing, ensuring that high quality candidates are appointed and that all recruitment, pre- employment and employment standards are complied with. | Essential |
| **Skills and abilities** |  |
| Highly developed communication skills, including advanced report writing skills, presentations and verbal communication | Essential |
| Can lead, motivate and inspire others, both directly and indirectly. | Essential |
| Is highly credible to internal and external stakeholders | Essential |
| Has strong analytic and critical reasoning skills and is capable of effective problem solving | Essential |
| Can demonstrate a strong knowledge of current employment legislation | Essential |
| Able to demonstrate a sound understanding of diversity issues and a commitment to promote equality within the organisation and externally to the public and students. | Essential |
| Able to make sense of conflicting priorities and reach effective and timely solutions | Essential |
| Well-developed programme and project management skills. | Desirable |
| Able to assess risks, anticipate difficulties and successfully address them. | Essential |
| Able to handle detail within strategic plans and provide informed advice and judgements. | Essential |
| Politically astute and able to navigate organisational politics and culture effectively. | Essential |

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| **Personal attributes** |  |
| Is a role model for openness and inclusion | Essential |
| Demonstrates resilience, confidence and self-belief when working to strict deadlines | Essential |
| Demonstrates self-awareness which includes awareness of impact on others | Essential |
| Has personal integrity | Essential |
| Demonstrates a leadership style which is visible and democratic | Essential |
| Committed to promoting diversity and awareness of equal opportunities | Essential |
| Ability to routinely work out of hours to meet organisation need when required | Essential |
| Demonstrates commitment to the values and principles of public service and a high-quality education provision in particular | Essential |
| Is a team player willing to support colleagues routinely and be prepared to take responsibilities outside of specialist knowledge. | Essential |
| Full UK driving licence to enable travel throughout Nene Education Trust sites in a timely manner | Essential |
| Able to satisfactorily meet the requirements of pre-employment checks | Essential |
| **Knowledge and educational achievements** |  |
| Human Resource Management (CIPD level 5) or equivalent comparable industry experience (Equivalent experience would be seen as significant senior management experience in a similar sized and complex organisation, successfully providing leadership and direction) | Essential |
| Full Graduate Membership of CIPD | Essential |
| Evidence of recent and on-going continuous professional and personal development | Essential |
| Specific knowledge of the challenges facing the education sector | Essential |
| Evidence of working within a similar education provider | Desirable |



**All applications should be made on the Nene Education Trust application form.**

**Completed applications to be sent to** **dave.mcmillan@neneeducationtrust.org.uk** **by the closing date**

***Please note:***

*All appointments are subject to satisfactory references and eligibility to work in the UK.*

*The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment.*

*An enhanced DBS will be required.*

*Nene Education Trust is an Equal Opportunity employer and*

1. *will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.*
2. *will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.*
3. *All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.*

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The Nene Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment.

Signed: Date: