



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Human Resources Senior Business Partner
Location:	Working Cross Trust (Ivybridge based currently)
Grade:	Dependent on experience (£35K/£39K for post-holders with CIPD Level 7)
Hours:	37 hours a week, all year
Reports to:	Director of Human Resources
Responsible for:	Support and Guidance to HR Advisors

Job Purpose

- To provide a comprehensive, high quality, efficient and accessible Human Resources service, working as an internal HR Business Partner in designated areas of the Trust contributing to the continuous improvement of people management practices, which support the delivery of the Trust's Strategic Aims. This will involve giving advice on a wide range of HR issues to ensure compliance to avoid potential legal claims and maintain good employee relations across the Trust.
- To develop HR policy to meet changing legal and organisational requirements, setting organisational standards and establishing best practice.
- To demonstrate and develop professional expertise and practice excellence as part of a team, through workload management, consultation and practice developments.
- To provide specialist Human Resources advice to managers, in accordance with current employment legislation, Trust policies & procedures and good employment practices.
- To act as the main point of contact for employees and line managers, in designated business areas, building strong, effective relationships.

- To contribute to the development and implementation of people strategies and plans, which support and promote the organisational aims; differentiating the Trust as an employer of choice.
- To deputise for the Director of Human Resources when required.
- To guide and support the HR Advisors and HR Administrator.

Duties and Responsibilities

1. To provide advice and support on all aspects and at every stage of employee relations matters, including sickness absence, conduct, performance and grievance cases; ensuring timely progression, in line with Trust policies, employment legislation and best practice guidance. In serious and contentious cases, this advice and support will be direct to line managers. In less contentious cases this will be through the HR Advisors.
2. To provide advice to managers on the application of employment policies and procedures; providing coaching and training to promote and maintain good employee relations.
3. To positively engage and promote health and wellbeing at work.
4. To actively develop and maintain productive and proactive employee relations with employees and their representatives.
5. To lead HR inductions with new employees, advise managers and new starters of the requirements of the induction and probation procedures; monitoring and reporting on compliance.
6. To promote, develop and inspire culture change within the Trust to implement strategies for continuous improvement.
7. To develop and implement HR policies and procedures in line with changes to legislation and best practice.
8. To work in partnership with HR colleagues and senior managers to implement organisational change initiatives; ensuring the Trust meets its obligation to consult with employees and recognised Trade Unions and that changes are implemented within budget and agreed timescales.
9. To support the management of redundancy and redeployment processes, ensuring the Trust policies are followed appropriately.
10. To develop and deliver training sessions for managers on areas required for continuous improvement, such as performance management and managing sickness absence.

11. To support managers in the recruitment process, ensuring all options are explored before making a request for a post to be filled; participating in Trust recruitment initiatives/events, as and when required.
12. To work with the HR team to identify potential areas for service improvement and lead on defined projects.
13. Prepare and contribute to papers for presentation to the Central Services Team, Senior Management Teams (SMT) and Trustees on a regular basis.
14. To assist with the production and analysis of regular reports on HR activity for use at management meetings; undertaking audits to monitor compliance on HR policy.
15. To support the development of action plans to address any trends or areas of concern, highlighted for example from monthly reports or the employee survey.
16. To maintain designated databases / files e.g. case work tracker and induction, to review and report on as required.
17. Cover for HR colleagues and support Trust-wide projects, as required.
18. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.
19. To engage in continuous professional development and undertake any further training as identified in the Trust review procedures.
20. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually through the Trust's Performance Review (PRP) process.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Active CIPD membership (Associate or above)	E	X	
Educated to degree level or equivalent experience	E	X	
CIPD Level 7 Advanced Diploma in Human Resource Management or willing to work towards equivalent CIPD Level 7 Advanced recognised qualification	E	X	
Experience:			
Previous HR experience in an advisory / partnering capacity	E	X	X
Experience of strategic thinking, identifying priorities and an awareness of wider issues affecting the Trust.	E	X	X
Experience of advising and supporting on Safeguarding issues	E	X	
Experience in managing complex employee relations cases and managing a caseload	E	X	X
Detailed and up to date knowledge of employment law, case law, and good employment practice and their pragmatic application.	E	X	X
Experience of contributing to the development of policy and procedures	E	X	X
Experience of advising on and supporting organisational change initiatives / programmes	E	X	X
Experience in the design and delivery of people management training sessions	D	X	X
Experience of working in a HR function in a unionised environment and working in partnership with employee representatives	D	X	X
Experience of working in a multi-site organisation	D	X	X
Experience of working with diverse business units	D	X	X
Knowledge, Skills and Abilities:			
Able to establish and maintain effective working relationships with all stakeholders across the Trust	E	X	X

Confidence to be assertive particularly in contentious situations	E	X	X
High standard of verbal communication, able to convey ideas and advise clearly and concisely to all levels of employees	E	X	X
Well-developed interpersonal skills to deal with a wide variety of complex, sensitive and / or contentious situations	E	X	X
High standard of written communication, able to write fluently and concisely in an informative manner with a high level of attention to detail e.g. letters, reports, policies	E	X	X
Good working knowledge of using HR systems and confident at using MS computer packages e.g. able to set up and maintain spreadsheets and interrogate information for use in management reports / KPIs and present information in an appropriate way	E	X	X
Knowledge of current and emerging trends in HR	E	X	X
Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications	D	X	X
Good time management skills, together with a methodical and organised approach to work	E	X	X
Strong customer-oriented approach and awareness of business contexts	E	X	X
Self-motivated and self-aware, recognises own strengths and weaknesses and is committed to personal development	E		X
Further Requirements:			
Commitment to Equality and Diversity including awareness of relevant legislation	E		X
Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults	E		X
Due to the nature of the role, the ability and willingness to work at and travel to different Trust campuses on a regular basis is essential.	E		X

Notes:

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the Trust following consultation with the post holder.