

Liverpool Diocesan Schools Trust (LDST)
Appointment: Human Resource Manager
June 2017

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From the Right Reverend Richard Blackburn, Bishop of Warrington and
Chair of the Diocesan Board of Education.

Dear Applicant,

Thank you for expressing an interest in the post of Human Resources Manager in the newly established Liverpool Diocesan Schools Trust (LDST). The LDST will welcome all our Church schools, other faith schools, community schools, special schools and alternative provision, across all phases.

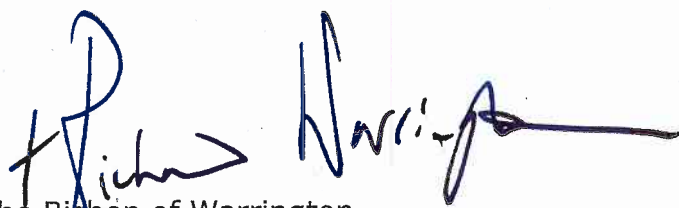
The successful candidate will therefore have experience in all aspects of Human Resources relating to schools and academies and a detailed knowledge of employment relations, legislation and statutory requirements.

You will know from the advertisement and the accompanying information in this pack that the Human Resources Manager will be responsible for the implementation and management of an HR service for the LDST which will provide support and expertise to all its member schools.

This is an important position and the person appointed will play a key part in developing an organisational structure and operating systems that allow schools to flourish. You will work closely with and be accountable to the Trust Education Officer and the Director of Finance and Operations and you will help shape policy and practice to ensure the success and growth of the Trust.

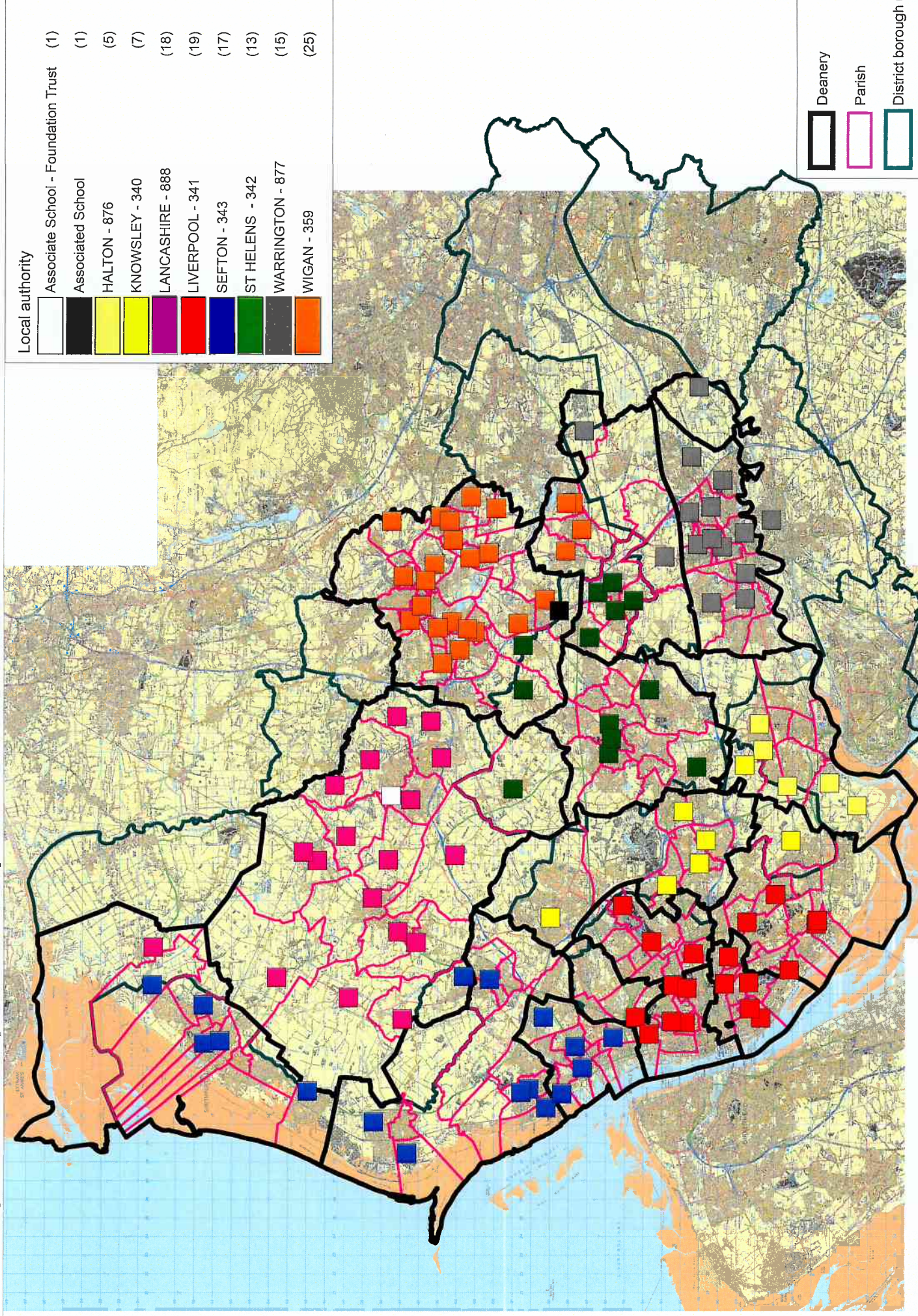
I would particularly like you to consider the Trust's Christian vision and values and our belief that the Trust will play an important role in raising the educational attainment and aspirations of children across the north-west. The successful candidate will have a crucial role in ensuring the best possible outcomes for all the pupils and their families whom we shall aim to serve in the name of Christ.

With every best wish,



The Bishop of Warrington
Chair of the Diocesan Board of Education

Diocese of Liverpool - Schools by Local Authority



The Liverpool Diocesan Schools Trust

The Liverpool Diocesan Schools Trust (LDST) will serve schools/academies generally within the Diocesan boundaries which incorporate the local authority areas of Liverpool, Knowsley, Sefton, St Helens and parts of Warrington, Wigan, Halton and Lancashire. There are more than 33,000 primary and secondary pupils in 119 schools across the Diocese.

The LDST over the next five to seven years will comprise of three hubs, Western, Southern and Eastern. The first hub (Western) will be established between September and November 2017 with around twelve schools. Between November 2017 and November 2018 the Trust will add two further hubs and incorporate twenty nine more schools; so that by November 18 we anticipate there will be 41 schools in three hubs. The forecast is for eighty schools by 2022 with the remaining Church of England Schools converting sometime thereafter. There are currently 107 schools eligible to convert to academy status in total across the Diocese.

The Trust will support a broad range of schools, including secondary, primary, sponsored, convertor, outstanding, requires improvement and special measures. The Trust will continue to seek opportunities in relation to free schools, all-through schools, special schools and alternative provision to further enhance its diversity and outreach.

The Trust will ensure a Christian culture of collaboration and our schools will have a strong Christian commitment to each other so that individual schools and the family of schools grow and improve through working together in a strong school to school network.

The Liverpool Diocesan Schools Trust will have an important role to play in improving the attainment of pupils across the north-west.

The Trust will embrace the benefits of self-determination to empower its strongest leaders and teachers to drive excellence. It will encourage and promote the most effective established local collaboration and networks, as well as develop new ones, so as to replicate what works across all its schools and it will work closely with teaching schools and school-centred initial teacher training networks.

The LDST will:

- promote an openness to build trust, be transparent, sharpen accountability and drive improvement
- strive to operate a simple efficient low cost organisation
- operate an effective and strong governance framework
- utilise our resources to achieve economies, efficiencies and effectiveness across the services offered to our family of schools.
- ensure the Church of England family of schools flourishes and that the four basic elements which permeate our vision for education: Wisdom, Hope, Community and Dignity are reflected in all aspects of academy life.
- ensure that Christian values and principles guide us and remain at the heart of what we do.
- pursue academic excellence for all through the personal development of each individual pupil and to continually strive to exceed progress targets and expectations.
- tackle disadvantage and to raise aspirations such that all our young people achieve their maximum potential.
- develop pupil's decision making and problem solving abilities so they are able to embrace opportunities and adapt to our changing world.
- provide support in identifying and addressing any barriers to teaching and learning encountered in the LDST as a whole.

Human Resource Manager (HRM)

The post of Human Resource Manager (HRM) is an exciting and challenging new post. As inaugural HRM, you will play a key role in the leadership of the Trust. We are a relatively new organisation (established as a multi academy trust on 1st November 2014) and are looking to appoint an experienced and innovative HRM to join us in our next phase of development. The post-holder will report to and be managed by the Director of Finance and Operations and Trust Education Officer.

The large scale expansion of Multi-academy Trusts represents the most significant change in Education for a generation. This is a unique opportunity for an enterprising and forward thinking person to shape and develop the LDST HR provision and contribute to securing the legacy of the Church of England as providers of high quality education.

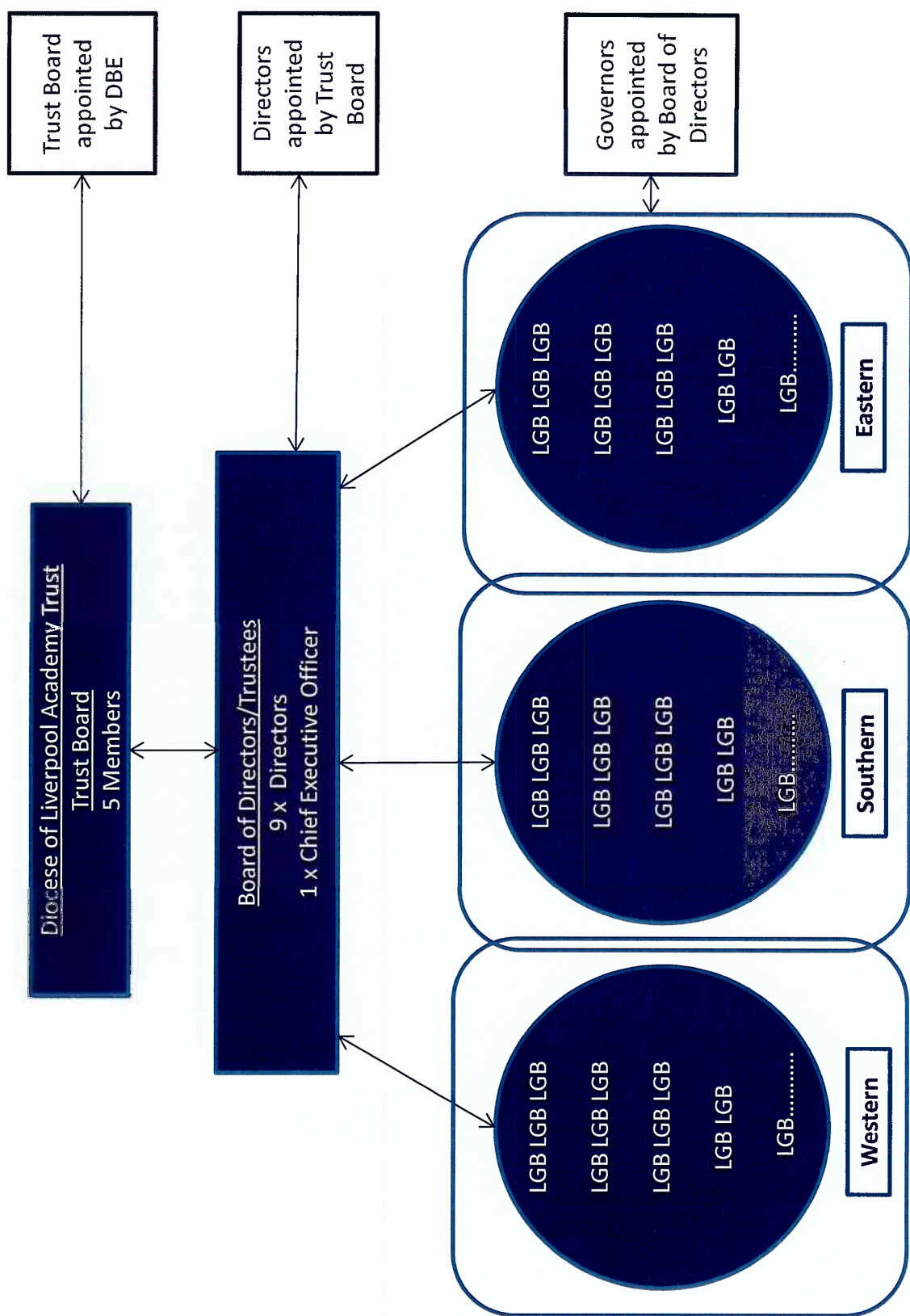
As well as being CIPD qualified and experienced in personnel matters, you will have an understanding of complex multi academy trusts operations within the ever evolving educational and political landscape. You will be an excellent communicator, a team player who is able to work under pressure and manage effectively the complex process of change.

The role is diverse. Not only will you be fulfilling the statutory functions of an HR Manager you will also be responsible for all operational HR matters across the entire Trust.

Whilst you will be based at St James House in Liverpool, you will be required to visit schools as necessary and so a clean driving license is essential.

The postholder will report to and be line managed by the Director of Finance and Operations. It is essential that the successful candidate is a highly motivated, inspirational and respected professional with an outstanding track record in employment relations and HR as a central support service. They will have the capacity to work independently, reporting regularly to a Board of Directors and have the ability to communicate effectively with a wide range of audiences including Headteachers, Local Governing Bodies, other local schools and stakeholders, the Regional Schools Commissioner for Lancashire and West Yorkshire, the Department for Education, Local Authority officers, and professional associations and trade unions'.

As the Diocesan Board of Education (DBE) will have a close working relationship with the LDST it is important that the successful candidate wholeheartedly supports the Christian ethos of both the Diocese and LDST and understands the wider priorities of the DBE as it seeks to support all of its 119 schools.



LDST Staffing Structure

Board of Directors/Trustees
9 x Directors
1 x Chief Executive Officer



Trust Education Officer

Area Education Officer

Area Education Officer

Director of Finance and Operations

Human Resource Manager

Administrative Assistant

Administrative Assistant

Finance Deputy

Human Resource Deputy

Administrative Assistant

Administrative Assistant

Finance Clerk

From Jul. 17

From Sep. 17

From Mar. 18

From Oct. 18

Job Description Human Resource Manager

Reporting to: The Director of Finance and Operations and the Trust Education Officer.

Responsible for: Trust Human Resources and Administration and the close collaboration with school based HR managers, business managers, finance officers and office managers.

Job Purpose: Supporting the Director of Finance and Operations to ensure an efficient, effective and compliant Human Resource Service for the LDST.

To provide a range of human resource services, advice and support to schools within the LDST and the CEO and Directors of the LDST. To support the aims and objectives of the LDST and its member schools.

Main Duties:

- 1 Provide day to day advice and practical support to Members/Directors, Headteachers and/or school representatives on all employment matters including policies and procedures, employment legislation, best practice and the interpretation of local and national conditions of service.
- 2 Keep up to date with employment law and updates, ensure compliance with HR legislation, guidance and good practice and update the Trust's HR policies, procedures and practice, and disseminate information appropriately
- 3 Working closely with schools to actively monitor and mitigate risk in the area of employee relations. Seeking legal counsel when necessary and advising, supporting and representing schools if required.
- 4 Promote excellence in HR by developing and implementing training/legal briefings to school based staff on related legislation and other relevant aspects.
- 5 Working closely with Schools, report on attendance and performance of staff, attend review meetings, formal interviews and hearings as required, and act in an advisory capacity on Appeals.

- 6 Working closely with Schools, manage the investigation, preparation and presentation of the Trust's case regarding disciplinary, grievance and sickness absence matters, as required.
- 7 Participate in trade union consultations and negotiations as required.
- 8 Manage the recruitment, selection and redeployment of staff in accordance with LDST procedures, legislative requirements and best practice.
- 9 Where necessary, supervise, guide and support the work of LDST and member schools through the setting and monitoring of targets and objectives.
- 10 Undertake specific projects for the LDST in the development of effective HR practice.
- 11 Assist with the maintenance of quality standards as necessary, such as 'Investors in People'.
- 12 Prepare reports as directed, ensuring appropriate action is taken in respect of staffing variations and maintenance of employee records, in accordance with procedures.
- 13 Ensure consistent application of equality within the LDST relating to the employment of people.
- 14 Provide advice and liaise with a range of people and trades union representatives in the delivery of an efficient HR/Personnel service, and communicate with headteachers and/or school managers and staff regarding changes to personnel policy and procedures.
- 15 Represent the LDST at various meetings as necessary.

Main Duties for the Schools:

1. Provide general Human Resource advice and guidance via telephone and email, to support day to day delivery of effective HR function across the school in line with agreed procedures.

2. As required by Headteacher/CEO provide on-site support at meetings, depending on the nature of the issue.
3. Generate letters of appointment and payroll instructions for headteacher posts.
4. Provide advice and guidance in relation to pension/early retirement matters.
5. Provide advice and guidance in relation to all aspects of recruitment in line with the LDST and Schools procedures.
6. Provide advice and guidance in relation to management information systems and administration processes.
7. Provide general staff absence advice & guidance in line with LDST and Schools agreed procedures.
8. Provide general staff development advice & guidance in line with LDST and Schools agreed procedures including the performance management processes.
9. Deliver training as appropriate.

Main Duties for the Trust:

1. Provide general Human Resource advice and guidance in line with the Trust and Schools agreed procedures.
2. Generate letters of appointment for Headteachers.
3. In consultation with the CEO, Trust Education Officer & Director of Finance and Operations, identify LDST staffing needs and manage an effective recruitment and induction process.
4. Ensure all statutory bodies documentation, requirements and returns receive a prompt response including the submission of the annual School Workforce Census.
5. Help establish, implement, monitor and evaluate LDST policies and practices providing advice and guidance.
6. Produce for signature and submit payroll instructions and monthly claims for LDST posts.

General

The LDST has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All staff are responsible for the implementation of the Health & Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health & safety arrangements and systems to ensure that appropriate improvements are made where necessary.

All staff are expected to support the aims and objectives of the LDST and its member schools.

Whilst you will have a central base at St James House you may be required to visit schools throughout the week and so a clean driving license is essential.

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

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Human Resource Manager - Person Specification

Qualifications and Training	Essential	Desirable	
CIPD qualified and membership of the Chartered Institute of Personnel and Development	✓		CA
Good honours degree or equivalent		✓	CA
Higher degree or equivalent		✓	CA
Evidence of continuous professional development	✓		CA
Professional Experience and Knowledge			
Clear understanding of the distinctive nature of Church schools/academies	✓		AI
A commitment to the Christian character of LDST	✓		AI
At least 3 years' experience of working in a strategic HR role	✓		AI
Experience of working in an educational environment	✓		AI
In-depth knowledge of current HR legislation	✓		AI
Knowledge of academy legislation and an understanding of the framework governing the operation of a multi academy trust	✓		AI
Experience of working across multiple sites supporting and liaising to effectively manage daily employee relations issues relating to discipline, grievance, attendance and performance management matters	✓		AI
Knowledge of national terms and conditions and education legislation that impact on employment of staff in academies	✓		AI
Understanding of the workings of a multi academy trust		✓	AI
Ability to confidently handle TUPE situations taking into account legal implications	✓		AI
Experience of working with Trade Unions	✓		AI
Knowledge of statutory requirements and legislation relating to employment law	✓		AI
Knowledge of payroll provision and pension schemes – TPS and LGPS – along with management of external providers	✓		AI
Experience of working with and advising Directors to enable them to fulfil their role and statutory obligations	✓		AI
Experience of developing policies and procedures in those areas that are statutory requirements for the Trust and academies.	✓		AI
Experience of coordinating job vacancies including all safer recruitment and safeguarding procedures, taking advantage of discounts for grouped advertisements, opportunities for secondment and advancement within the Trust.	✓		AI

Key Skills			
Evidence of successfully managing complex projects leading to improved standards	✓		A I
Well-developed strategic planning capabilities with the ability to work with others to develop a vision for the organisation underpinned by strong moral purpose.	✓		A I
Evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution	✓		A I
A commitment to the concept of an inclusive LDST, underpinned by equal opportunities, in which the academic and personal welfare of each pupil is paramount	✓		A I
Proven successful experience of developing business plans and managing new initiatives	✓		A I
Understanding legislation with regard to Health and Safety such that statutory requirements are met throughout the LDST.	✓		A I
Confident at providing challenge and counsel in the face of a rapidly changing environment	✓		A I
Considerable personal enthusiasm with high levels of integrity and professionalism	✓		A I
A clear set of moral values that fit well within those of the trust	✓		A I
Likeable and approachable with the ability to motivate and get the best out of people	✓		A I
Excellent verbal and non-verbal communication skills and can model these at all times	✓		A I
Respectful and can work in ways that promote equality of opportunity and diversity	✓		A I
Committed to abiding by and promoting the values and policies of the trust including Equal opportunities, Health and Safety and Child Protection and Safeguarding	✓		A I
Commitment to the further development of a multi-academy trust as a framework for raising standards and optimising the opportunities that member schools can offer to its students and communities	✓		A I
Has a clean driving licence	✓		A I

Key to method of assessment: A = Application I = Interview and assessment task C = Certificate