**Liverpool Diocesan Schools Trust (LDST)**

**Job Description - Human Resource Manager**

**Reporting to:** TheDirector 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.

**Prepared by:**

**Designation:**

**Date:**