

**JOB DESCRIPTION: HR Manager - Core**

Department	Human Resources
Primary Location	Core Trust (Sawtry) or School Hub
Working hours: FT/ PT or TTO	FULL TIME 37 HOURS / 52 WEEKS
Salary Band /grade (Core Trust CMAT) Grade 9	Pay scale £29,174 to £36,371 dependant on experience
Reports to:	Head of HR
Responsible for:	School HR officers in Hub and dotted line to other HR positions
Budgetary responsibility	N
<p>Key Contacts: Internal: Executive Principals, School Heads, School HR, Team colleagues, Directors, other Core Trust Colleagues, employees and SLT            External: Pay roll providers, Legal advisors, Legal insurer, Occupational Health providers and Trade Unions</p>	

**Job Purpose:**

The HR Manager will act as the HR expert for the Trust. The role will support the Trust to build organisational and people capability, support and implement effective people strategies and activities, and manage employment relations to a high level of effectiveness.

**Key Responsibilities and accountabilities**

*Accountabilities:*

- Will be accountable for key result areas and performance – improving skills and competence of managers as part of the strategic people plan
- Will be accountable for advising school leaders on workforce design and the appropriate process to follow maintaining compliance.
- Will be Accountable for ensuring the necessary compliance in schools and their own work.
- Will be accountable for advising schools on the interpretation and application of policies, procedures and terms and conditions service.
- Accountable for the development and day to day supervision of the HR Officers in the schools within their hub.

*Responsibilities:*

- Will be responsible for promotion of the people plan in their schools
- Will be responsible for delivery of all Tupes in and out
- Will be responsible for advising on managing change and any planning of any business reorganisation or restructure
- Will be responsible for supporting schools with HR compliance audits.
- Will be responsible to provide high level advice and solutions to leaders in respect of all ER issues, being pragmatic but adhering to employment legislation and Trade union relationships.
- Will be responsible for supporting the HR professional services with researching, designing, and training of HR policies and procedures.
- Will be responsible for collecting and analysing HR data to assist with informed decision making.

**Expected Behaviours of the role:**

- The post holder will support and uphold the values of the Trust throughout the work.
- Will embrace change and positively work with the challenges that this brings.
- Will apply consequential thinking to work and expected outcomes.
- Will strive for continuous improvement across the HR service and in own work.
- Will be an excellent relationship builder and influencer with all stakeholders and in particular schools in their hubs.
- Actively discuss the people challenges that school leaders face and provide pragmatic solutions.
- Confidently question and challenge others to get to the root of the problem and provide innovative alternatives.
- Flexible and able to manage several differing priorities and 'keep the plates spinning'.
- Provide coaching and mentoring to school leaders and line managers in ER and people matters.
- Confident and optimistic.

**Position in the Core Trust / school:**

The HR Manager sits in the Core Trust HR Team. The role will work across several schools in an identified hub, integrating themselves into being the expert that school leaders go to for all employee related aspects.

The role of the HR Manager is integral to the development of the Trust People plan within our schools and as such envisage that this role will play a vital role to our school leaders.

You will line manage direct HR officer roles with your schools.

**CPD:**

It is key to this role that the HR Manager actively engages in their own CPD, ensuring that Employment Legislation knowledge and employment law is up to date, development of the role into that of a highly valued HR professional is continuous.

Cambridge Meridian Academies Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

All employees of CMAT must be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Employees must co-operate with the trust on all issues to do with Health, Safety and Welfare.

We are committed to diversity & inclusion and equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be revised on a regular basis, but it may be subject to modification or amendment at any time after consultation with the holder of the post.

**PERSON Specification**

<b>Specification</b>	<b>Essential or Desirable</b>
<b>Qualifications</b>	
CIPD level 5 preferred 7	Essential or a willingness to work towards
Evidence of continuing personal and professional development	Essential
<b>Knowledge</b>	
Experience of managing complex employee relations issues in a unionised environment	Essential
Excellent and up-to-date knowledge of employment legislation and best HR practice.	Essential
Knowledge of national and local terms and conditions of employment relating to schools including STPCD, Conditions of Service for School Teachers in England and Wales (burgundy book), and NJC Local Government Terms and Conditions.	Desirable
Knowledge of HR MIS systems	Desirable
Working Knowledge of software packages	Essential
<b>Skills</b>	
Excellent interpersonal skills to effectively influence those at a senior level and the ability to gain respect and confidence of staff at all levels.	Essential
Resilience in challenging situations which may require diplomatic solutions.	Essential
Excellent problem-solving skills with the ability to negotiate effectively and reach swift conclusions in the best interests of the trust and employees whilst mitigating any associated risks.	Essential
Ability to analyse situations and exercise independent judgement.	Essential
The ability to communicate clearly and confidently with a range of people, both on the phone and face-to-face	Essential
High level of personal organisation skills.	Essential
Strong ability to work as a team player and supportive of team working.	Essential

<b>Behaviours</b>	
High personal standards in terms of attendance, punctuality, and meeting deadlines.	Essential
Professional in their approach to dealing with issues and employees.	Essential
Ability to work effectively during intensive periods of pressure and being flexible in approach to work to ensure service levels and deadlines are met.	Essential
Absolute discretion with regards to confidential information and protecting information in line with GDPR.	Essential
<b>Values</b>	
Valuing people and inclusivity	Essential
Non judgemental	Essential
<b>Experience</b>	
Previous experience of working in a school environment within HR or a knowledge of Education terms and Conditions	Essential
Previous experience in a similar role	Desirable
<b>Personality traits</b>	
Ability and willingness to develop own understanding and capability through advice and training	Essential
Enthusiastic and positive	Essential
<b>Personal circumstances</b>	
Travel is a requirement of this post. A driving licence and access to a car is a requirement. Business travel must be included on car insurance	Essential
<b>Professional membership</b>	
CIPD	Essential or willing to work to