

**JOB DESCRIPTION**

**Job Title: Campus Deputy HR Manager Grade / Level: S02**

**Job Summary**

To provide an efficient, effective, proactive and comprehensive HR service across the Trust providing professional advice and guidance on aspects of Human Resources, supporting the overarching aim of continuous school improvement.

**Reporting to**

The Campus HR Manager

**Staff Management Responsibility**

Deputising for HR Manager as appropriate

**Key Responsibilities and Accountabilities**

To support the Campus HR Manager in delivering an effective Human Resource provision across the Trust and deputise as required:

* Supporting on matters relating to Human Resources including:
  + Policies and procedures in relation to HR
  + Conditions of service for all staff
  + Recruitment, selection and induction
  + Employee Relations
  + Investigations – grievance, disciplinary and others involving members of staff
  + Managing staff absence
  + Performance management
  + Provide advice and guidance as necessary on all aspects of employment legislation and HRM Best Practice
  + Staff Health and Well-Being
  + Safer Recruitment
  + Participate in HR project work as required
* Take responsibility for health and safety issues relating to area of responsibility.
* Ensure that accurate records of all activities are maintained.

**Key Tasks**

* Maintain an up-to-date knowledge of employment law and practice in order to deliver a quality HR service which is compliant with legal requirements.
* To primarily focus on operational HR providing advice and guidance to Campus Leadership Team, Trustees and Governors as required.
* To direct and manage recruitment and selection and on-boarding programme across The Trust. Continually review this to ensure the most appropriate and cost effective media and selection process is used to attract the best candidate.
* To support and assist with the development and implementation of policies, practices and systems across the Trust as required.
* Provide advice and guidance to management and staff on a range of people management issues including employee reward, employee relations and recruitment & selection.
* To support and undertake investigations relating to Discipline, Grievance and other HR related issues.
* To liaise with and take advice from external agencies as appropriate.
* To provide advice, information and support relating to absence management.
* Monitor absence and analyse data (using SAM) to produce regular absence statistics. Identify trends and proactively address issues of high turnover and sickness.
* Work in partnership with HR Manager to manage employee relations including liaison, negotiation, mediation and contact with trade unions and professional associations.
* Support, develop and coach managers in all aspects of people management, Trust Policies and procedures, Legislation and Best Practice HRM.
* To participate in reviews and job evaluation exercises.
* To engage positively with all stakeholders building professional customer relationships.
* Support with the implementation and delivery of HR project work across the Trust as necessary (review policy and procedures, line management workshops, Ofsted, HR Audit) along with any additional ad hoc reports or management information analysis, as required.
* To assist with day to day operations of the HR functions and duties and proactively support HR Manager in coaching and up skilling HR Team.
* Continually work to improve and streamline existing processes / systems / documents / forms and put forward suitable recommendations in an effort to continually improve the HR Service to The Trust.

**General**

* Work as part of the Campus Business Team of to secure school improvement across the campus.
* Contribute to Campus life and the overall vision, values and guiding principles of The Trust.
* Adhere to Campus Business Team ‘core values’ and work to agreed KPI’s.
* Attend and participate in training events and participate in project teams and partake in ad hoc project work as required. Deputise and participate in Campus Business Team Leader meetings, as required.
* Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
* To carry out any other reasonable request as and when required.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities As business changes roles will naturally evolve. Job descriptions will be reviewed with jobholders and updated periodically to reflect this.