



# AMBITIONS

Academies Trust

## JOB DESCRIPTION

**NAME:**

**POST:** HR Partner

**RELATIONSHIPS:**

The post holder is accountable to the HR Director and Deputy HR Director (Operations) in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO).

The post holder will work in partnership with the Senior Leadership teams across our MultiAcademy Trust. You will be responsible for directly line managing and developing a team of Administration Leads associated and based within those Academies. Working collaboratively, you will identify and resolve any people related issues that inhibit the performance of the Academy whilst supporting the Principal with their workforce and strategic planning.

In collaboration with the HR Director and the wider HR team you will contribute to the design and implementation of Trust wide people strategies and initiatives driving a culture of Continuous Improvement, Inclusivity and Well-Being.

**PURPOSE:**

- As a HR Partner you will engage with and influence stakeholders to provide HR advice and guidance on a wide range of activities, including but not limited to: Safeguarding & safer recruitment, workforce planning, recruitment & selection, employee relations, performance management, reward & recognition, staff development, health & wellbeing, change management, policy management, employee engagement and equality & diversity.
- To be effective within the role you will need to be able to demonstrate extensive and proven experience of resolving complex HR matters adhering to HR best practice whilst operating within Trust policies underpinned by employment legislation.

## **MAIN DUTIES & RESPONSIBILITIES:**

- To build effective working relationships with employees at all levels, providing advice and guidance on a range of HR policies and HR related issues to support and develop understanding and ensure effective implementation of good HR practice.
- To line manage and provide support to the Administration Leads in each Academy.
- To effectively coach, identify training and development needs for the ongoing professional development of the Administration Leads.
- To act as a point of expertise on all people matters for the Trusts employees.
- To monitor absence levels, identify trends, issues and concerns; ensure effective remedial action is implemented in line with Trust policies and facilitate a proactive approach to absence management.
- To collaborate with the Trusts Finance team and our payroll provider on all payroll adjustments and queries.
- To be responsible for the coordination and management of recruitment and selection processes including:
  - Ensuring all recruitment activity undertaken follows Trust procedures.
  - Advising managers on recruitment and selection strategies.
  - Liaising with Admin Leads, line managers and applicants to ensure costs are minimized and all stages within the process are undertaken in a timely manner.
  - Providing training on recruitment processes and interview evaluation techniques to staff involved in recruitment and selection.
  - Maintaining an up to date portfolio of job descriptions, person specifications and related recruitment documentation to ensure consistency with processes across the Trust.
  - Assisting with recruitment campaigns.
  - Monitoring key recruitment metrics eg. turnover, retention rates.
- To provide advice and support, and where appropriate, lead work reviews, restructures, redundancies and significant change initiatives.
- To use HR and technology solutions to access, input and compile data as required by the HR Director/ Deputy HR Director (Operations).
- To lead on Academy investigations which could lead to capability, disciplinary and grievance cases. To support the Deputy HR Director (Operations) on sensitive cases.
- To manage staff relationships and expectations when responding to queries or problems raised.
- To provide support to the Deputy HR Director (Operations) as directed.

## **GENERAL:**

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and children to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.

- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust Business Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....  
**Post Holder**



**Signed:** ..... **Date:** .....  
**Chief Executive Officer**

One copy to be retained by member of staff and one kept on the employee's file.

**Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Safeguarding Children 2004 Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974**

## Outstanding Achievement for All