



Job Description & Personal Specification

Trust Senior HR Manager



Trust Senior HR Manager

Salary: LTD

Purpose of the post:

- To oversee the development and delivery of a responsive, effective, professional and compliant HR service which is fully embedded across the Trust.
- To provide an overview on Trust changes and development, identifying the HR implications for any such changes
- To provide robust professional advice and clear recommendations for action in all aspects of HR policy and practice.

Responsible to: Chief Financial Officer

Responsible for: Trust HR Team

MAIN DUTIES:

- To provide overall leadership and management to provide an outstanding service to all Schools within the Trust.
- To work collaboratively with Trust senior leaders to develop and implement the HR aspects of the Trust's vision and development plans.
- Attend, and lead HR-related meetings and forums across The Trust
- Provide support, coaching and training to Trust leaders on the people management implications of policy and strategy
- Inform and advise the Trust leaders on HR matters in order to identify trends and facilitate strategic decision-making
- To provide support and guidance to the HR Manager and HR& Payroll team on HR related issues as required, including providing HR support to senior and middle leaders and administrators in schools, in all aspects of HR and Payroll including the application of Trust policies.
- To lead on complex casework, restructures and employee relations on behalf of the Trust, liaising with HR legal advisors and trade unions as appropriate.

- Ensure that relevant legislative and educational employment knowledge is kept up to date within the Trust, advising on the interpretation and implementation of changes to ensure that all policies and procedures are up to date and legally compliant.
- Ensure that the Trust is compliant with all HR legislation, terms and conditions and good practice across the Trust,
- To lead on the TUPE process for the process of schools joining the Trust.
- Develop and implement an annual strategy for HR in line with the Trust's strategic aims.

GENERAL:

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To fulfil personal requirements, where appropriate, with regard to Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in the Trust's schools.
- To work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Person Specification

Attributes	Essential	Desirable
Relevant experience	<ul style="list-style-type: none"> • Experience of working in a HR Manager role • Experience of working in an educational setting or Multi-Academy Trust • Experience of successfully managing staff • Experience of interpreting education related regulations and legislation • Experience of leading a HR service and delivering successful outcomes • Experience of developing, updating and implementing a range of HR policies and procedures • Experience of managing and delivering organisational change e.g. supporting restructures • Experience of managing projects and tasks with conflicting priorities and timescales • Experience of implementing process improvements and process re-engineering • Experience of interpreting complex regulations and legislation • Experience of complex casework 	<ul style="list-style-type: none"> • Experience of working with Trade Unions
Education and training	<ul style="list-style-type: none"> • CIPD qualification level 5 and above • Evidence of commitment to own continuous professional development • Minimum GCSE Maths and English Grade C and above or equivalent, plus 2 A levels or equivalent 	<ul style="list-style-type: none"> • Educated to degree level or equivalent
Knowledge	<ul style="list-style-type: none"> • Knowledge of and ability to interpret complex regulations and legislation • Knowledge of the Local Government and Teaching terms and conditions of employment • Working knowledge of safer recruitment and the Disclosure and Barring Service 	

Skills	<ul style="list-style-type: none"> • Ability to work as a business partner to senior and line managers • Excellent IT skills, specifically Microsoft packages • Confident and effective decision maker • Excellent planning and organisation skills • Excellent interpersonal and communication skills • Ability to work as an individual and as part of a team • Ability to work under pressure and meet deadlines • Attention to detail • Must have a car and willing to use it for work purposes as and when required • Committed to equality and diversity. 	
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JE July 2019

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Laurus Trust
Cheadle Hulme High School
Woods Lane, Cheadle Hulme
Cheadle, SK8 7JY

laurustrust.co.uk