



HR Manager

Information for Applicants



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Welcome



Dear Applicant

Thank you for your interest in the post of HR Manager with New College Durham Academies Trust.

This is an exciting time to join us as we embark on a period of transformational change and growth. Over the last year there has been a step-change in the direction of the Trust with a number of new appointments to Trust leadership roles and the development of a centralised school improvement team.

The Trust currently comprises two large secondary academies but we are confident that we will expand the number of schools within the MAT in the near future. We are recruiting to this post to provide the capacity within our Human Resources Team to support the successful transition of additional schools into the Trust.

We are all working towards one vision and that is to establish a high performing family of schools, founded on inclusive principles and high expectations. The Trust is currently on an exciting journey and, as part of this, we will become an employer of choice. Being able to attract, develop and retain high calibre staff is essential to enable us to achieve our strategic aims and the HR team has a vital role to play in this.

For interested candidates, I would encourage you to visit our Central Team, located at our North Durham Academy campus. There you will see for yourself, the superb learning and working environment that we have. If you would like to arrange a visit or discuss the role, please email our HR Team at hr@ncdat.org.uk whereupon a mutually convenient date and time will be arranged.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L Rodham', written in a cursive style.

Linda Rodham
Chief Executive Officer

About us

New College Durham Academies Trust (NCDAT) is a small but ambitious Multi Academy Trust based in North Durham. We have ambitions to grow but wish to remain a Durham MAT for local schools. The Trust currently has 2 large secondary schools; Consett Academy and North Durham Academy.

Our Academies are at the heart of their local communities and strive to deliver on our founding principles of Inclusion, Progression and Excellence which supports a central vision of 'Students First'.

The principle of Inclusion provides opportunities for students of all abilities, aspirations and backgrounds and involving staff, governors, students and the wider community in determining the direction of our Trust. Our curriculums are broad and challenging, with the academic success of students at the heart of what we do.

To encourage Progression, the Academies provide effective advice and guidance. This enables learners to make informed and appropriate decisions for future study and employment, encouraging them to take on new challenges and reach higher levels of achievement.

The focus on Excellence underpins all we do whether in learning areas, working in the community or governing and leading the Academies.

The Trust recognises that safeguarding our children and young people is core to all our activities, and we expect all staff, volunteers and wider stakeholders to share this commitment.

Our Aims are:

- To ensure our Academies are centres of excellence with a focus on the nurture and achievement of all their members;
- To promote mutual support, encouragement and benefit between our Academies;
- To develop, as the core foundation of academic achievement, a strong culture of professional development amongst our staff;
- To celebrate and maintain the unique identity of communities we serve with each Academy at the heart of its community;
- To recognise and enable all those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty to achieve their full potential.

Advert

Human Resources Manager

£41,594 - £45,650 pa

Full-time, whole-time (term-time plus additional weeks considered)

We are seeking to appoint a professional and experienced HR generalist to this important new role adding capacity to our current HR Team.

The successful applicant will work with HR colleagues to ensure the delivery of an effective and efficient operational HR service across the Trust. You will provide professional and responsive HR advice and support on the full range of employment matters including employee performance, conduct (including safeguarding matters), attendance and organisational change. In conjunction with senior leaders, you will ensure that our Academies are able to recruit and retain high quality staff who are inducted effectively into the Trust.

You will also work closely with the Director of Human Resources to ensure the delivery of the Trust's strategic HR priorities, including Trust growth and development, employee wellbeing and statutory compliance.

This is a varied and rewarding role, where no two days are the same. To succeed you will have recent extensive experience working in a senior HR advisory role supported by a detailed understanding of education HR. Qualified to degree level, you will have a minimum CIPD Level 5 qualification and excellent knowledge of employment law and recommended practice. You will have excellent communication skills, the ability to effectively plan and organise time and priorities and show resilience under pressure.

Interested candidates who would like to arrange a visit or have a preliminary discussion with Katy Fairley, Director of Human Resources, can email our HR Team at hr@ncdat.org.uk whereupon a convenient date and time will be arranged.

To download an application form, please visit [Vacancies | North Durham Academy](#) or [Join our Team | \(consett-academy.org.uk\)](#). CVs will not be accepted.

Completed applications should be submitted to Human Resources via email to hr@ncdat.org.uk

Closing date for applications: midday on Tuesday 30th August 2022

New College Durham Academies Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Job description

Job title: Human Resources Manager
Salary: NCDAT Grade 8
Contract: Permanent, full-time, wholetime
Reports to: Director of Human Resources

Job purpose

To lead the delivery of an effective and efficient operational HR service to designated Academies within the Trust.

Working with the Director of Human Resources, support the delivery of NCDAT's strategic HR priorities.

Main duties and responsibilities

To lead the provision of a professional and responsive HR service to designated Academies within the Trust.

To advise and support managers, senior leaders and Trustees in relation to employee relations issues including employee performance, conduct, attendance and grievance matters, in line with Trust HR policies and employment legislation.

To provide advice, guidance and challenge around organisational change processes including restructuring, redundancy and contract variations, ensuring the integrity of the pay and grading structure through the job evaluation scheme.

Working with the HR Director, support the transfer of schools joining the Trust, including undertaking due diligence, ensuring effective staff communication and consultation and integrating transferred employees.

To manage, motivate and develop designated HR staff, including effective supervision and performance management.

To contribute to the development of the HR service to improve efficiency and reflect recommended practice, including leading designated projects.

To provide advice and guidance on the interpretation and implementation of all HR policies and procedures and terms and conditions of employment, reflecting recommended practice and current employment legislation.

To contribute to the review, consultation and implementation of Trust HR policies ensuring they are effectively communicated to managers and employees, including through the staff portal.

To support the improvement of HR administrative processes including extending the use and functionality of the HRIS.

Job description

Main duties and responsibilities (continued)

To promote productive employee relations through effective consultation and negotiation, including attendance at consultative groups, as appropriate.

To devise, develop and deliver training and development to staff and managers on the application of HR policies and processes and to support the development of relevant skills.

To ensure that recruitment and onboarding processes are effectively undertaken, ensuring the compliance with safer recruitment and immigration requirements.

To maintain an overview of staffing and organisational changes through post changes, new starters, leavers, employment of casual, temporary and fixed term staff.

To ensure all payroll changes are notified and contract documentation is completed accurately and in a timely manner.

To ensure that HR record keeping including the Single Central Record is accurate and compliant across designated Academies.

To co-ordinate and organise training and professional development events including in-house induction and completion of mandatory training.

To support the Director of Human Resources in the development, delivery and implementation of the Trust's HR strategic priorities.

To contribute to the agenda for staff wellbeing, taking the lead for designated areas of responsibility.

To undertake, where required, other responsibilities and duties in line with business need, commensurate with the grade of the post. This may entail working from other locations within the Trust.

Variation in the Role

Given the dynamic nature of the role and structure of the Trust, it must be accepted that as the Trust's work develops and changes, there may be a need for adjustment to the responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Person specification

Key

E/D - Essential or Desirable

A - Application Form

I - Interview/Presentation

R - References

Qualifications and training		
Level 5 HR qualification e.g. CIPD	E	A
Evidence of continuous professional development	E	A, I
Degree level qualification, ideally in relevant subject area	D	A
Knowledge, skills and experience		
Recent extensive experience in a senior HR advisory role working within a unionised environment	E	A, I
Detailed understanding of education HR including management of Academy Trusts and conditions of service for teachers	E	A, I
Demonstrable experience of providing advice and flexible resolutions to a wide range of complex HR issues through to successful outcomes	E	A, I, R
Experience of successfully managing and developing other HR staff	D	A, I, R
Experience of developing, updating and implementing HR policies and procedures	E	A, I
Experience of designing and delivering HR-related training and development to managers and staff	E	A, I
Recent experience advising on organisational change activities including re-structuring and TUPE transfers	E	A, I
Sound knowledge of effective people management practices and processes with up to date employment law and professional knowledge	E	A, I
Knowledge and understanding of statutory requirements and experience of Safer Recruitment and Safeguarding procedures	E	A, I

Person specification

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Personal qualities & attributes		
Analytical and problem-solving skills, including the ability to soundly evaluate options before implementing solutions	E	I, R
Persuading, influencing, conflict resolution and negotiation skills with a developed sense of emotional intelligence	E	I, R
Ability to interpret and present management information on key HR performance indicators	E	I
Well-developed ability to communicate both orally and in writing in an effective, rational way and take responsibility for advice given	E	I, R
Professional approach and positive attitude, with a flexible and well organised approach to workload and managing conflicting priorities	E	I, R
Ability to establish credibility and build effective working relationships with all stakeholders	E	I
Ability to work flexibly and outside Trust hours if the need arises	E	I
Commitment to the highest standards of child protection, understanding of safeguarding responsibilities	E	I, R
Ability to work effectively with Trade Unions and Professional Associations	E	I, R
Ability to display resilience, energy, reliability and composure often under pressure	E	I, R
Valid driving licence with use of own vehicle for business purposes (or access to mobility support) to travel between Academies	E	A
Ability to handle both sensitive issues and workforce conflict	E	I, R
Commitment to equal opportunities	E	I, R

How to apply

Application form

To download an application form please visit our website: [Current Vacancies | NCDAT](#)

Alternatively, please contact the HR Team as below:

- By phone - 01207 291188
- By e-mail - hr@ncdat.org.uk

Completed application forms should be emailed to hr@ncdat.org.uk by the closing date.

Please do not attach copies of CV's/qualification certificates. Only the information detailed on the application form will be used as part of the short-listing process. Applications from recruitment agencies will not be accepted.

Closing Date

Midday Tuesday 30th August 2022

Interview Date

To be confirmed

Interview arrangements

If you are shortlisted for this vacancy we will contact you by email to inform you of interview arrangements. Please note, if you have a Hotmail email account our email may go into junk so please check this regularly. Shortlisted applicants will be required to complete a self-declaration form as part of our safer recruitment procedures which are aimed at deterring and preventing unsuitable people from working with children

Location

This post is required to work across the schools within the Trust.

Pre-employment Checks

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check. We will also undertake checks on your identity, qualifications, medical fitness and take up employment references before interview, unless you have asked us not to.

Applicants should assume they have been unsuccessful if we have not contacted them within 28 days of the post closing.

Safeguarding Information

Trust Safeguarding Commitment

New College Durham Academies Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Safeguarding Policy

You can find the academy safeguarding policy using the links below:

[Policies | \(consett-academy.org.uk\)](http://consett-academy.org.uk)

[Policies | \(northdurhamacademy.co.uk\)](http://northdurhamacademy.co.uk)

Recruitment of Ex-offenders Policy Statement

The Trust has a policy in the recruitment of ex offenders which can be found on the Academy website on the job vacancy page should you need to refer to it.

This post is covered by the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended and the successful applicant will be required to obtain a satisfactory enhanced Disclosure and Barring Service check with children's barred list check. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

