



## **Job Description**

<b>Job Title:</b>	<b>HR Manager</b>
<b>Grade:</b>	<b>SCP 39-43</b>
<b>Hours:</b>	<b>37 hours per week (all year round)</b>
<b>Flexible working:</b>	<b>Scope to work remotely every Friday dependent upon need</b>
<b>Responsible to:</b>	<b>Director of HR</b>
<b>Main purpose:</b>	<b>To provide operational leadership to RMATs HR function, contributing to the organisation's mission, values, and vision. Responsible for supporting, mentoring and developing the HR Advisers within the Central Services Team in HR practice and procedures. To manage, advise on, and undertake work in relation to complex employee relations cases and organisational change. To ensure that the operational HR activity taking place is in line with legislation and RMAT policies and procedures.</b>

## **Key responsibilities**

### **Leadership, management, and advice**

- Provide HR direction, support, and advice to leaders across RMAT on all aspects of HR practice, legislation, ensuring the academy adheres to best practice and operates within the law.
- Provide guidance to the Principal's their Senior Leadership Teams and Central Services Directorates on HR solutions on complex and sensitive HR issues around workforce and succession planning, recruitment and selection, and retention.
- Communicate effectively with leadership in each academy, to ensure a consolidated, smooth, and timely approach to resolution of all HR matters arising.
- Provide support and guidance to the Principal's PAs in relation to HR matters for which they are responsible.
- Support the Executive Team of RMAT with the aims of the strategic plan promoting RMAT as an Employer and Partner of Choice.
- Advise and support academy leadership and central services directorates to effectively manage daily HR and employee relation matters relating to grievance, disciplinary, absence management, capability, performance management and flexible working matters.
- Lead on and support complex HR investigations and presentations at hearings as required.
- Advise and support the Principals, their Senior Leadership Teams and Central Services Directorates around complex HR investigations as required.

- Lead on change management situations that arise within RMAT including but not limited to restructure, redundancies and TUPE including due diligence.
- Lead on staff and trade union consultation and negotiation as appropriate and necessary.
- Monitor and report on staff attendance levels across RMAT, attending and supporting the Leadership Teams with absence management meetings where required with employees as identified in line with RMAT policy.
- Develop and compile common reporting processes across all academies that keep the Principals and RMAT Board informed on key performance indicators such as absences, turnover, qualifications, retention rates etc.
- Update RMAT organisational structure charts as required, monitoring any temporary arrangements.
- Function as the point of contact for staff questions about HR policies and procedures.
- Work with unions and professional associations, maintaining strong and effective relationships that support RMAT's approach and responsibilities.

#### **Performance management, staff training, pay and conditions.**

- Liaise with the Finance Managers within the Central Services Team around matters relating to the pay and conditions of service for the different categories of staff across RMAT, to ensure that the required HR information is shared for the purposes of payroll.
- Update employee grading structures across RMAT when required in line with national pay awards.
- Review and disseminate information in relation to any changes to the pay and conditions of service applicable to the different categories of employees within RMAT.
- Have an overview of the performance management cycle and required paperwork across RMAT supporting this process where deemed appropriate in liaison with the Director of HR, the Principals and the Executive Team.
- Working in close partnership with the Finance Teams and the PAs within individual academies around matters related to employee salaries and employment records.
- To participate in professional and personal development programmes as required, including training and performance review.
- Mentor and develop the HR Advisers within the Central Team in HR practice and procedure.
- Deliver training to employees around HR policies, safer working practice, procedures and guidance around employee relations and safer recruitment as required including upon induction.

#### **Safeguarding and record keeping**

- Assist with the organisation of the HR management information systems in use at all academies, within RMAT and ensure that the employee information is correct.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person within each academy.

- Lead on HR Audits.
- Monitor entries into the single central record (SCR), ensuring compliance with safeguarding and local requirements.
- Monitor and review the school's DBS checking process, ensuring compliance with requirements and efficiency is achieved.
- Keep records in accordance with RMAT's record management policy and data protection law, ensuring information security and confidentiality at all times.

### **Policies and Procedures**

- Support the Director of HR and the Head of Governance and Compliance with HR policy development and review across RMAT.
- Lead on employee and trade union consultations around the introduction of new HR policies, procedures and terms and conditions.

### **Other duties**

- Undertake project work as assigned by the Director of HR in line with the needs of RMAT.
- Have an overview of current Employment Legislation and statutory guidance on HR related matters across RMAT.
- Attend HR & Finance Meetings, and Trust Board meetings when required.
- Demonstrate a flexible approach to undertaking tasks and responsibilities. Appreciating and supporting the work of other professionals.
- Contribute to the overall ethos, work and aims of RMAT.
- Be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of the senior leadership team within each establishment or the Executive Team.
- Support RMAT's Equality and Diversity Policy.
- Support the coordination and organisation of RMAT recruitment events.
- Undertake any other duties commensurate with the grade of the post.

**Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HR Manager will conduct. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Director of HR.**

### **Any Special Conditions of Service:**

There is a requirement to work across all the academies, within RMAT. The Central Services Team base is currently at The Featherstone Academy, Pontefract.

The post is full time, 37 hours per week, all year round. There is also scope to work remotely on a Friday of each week dependent upon business need.

There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check along with other all statutory employment checks deemed appropriate.



## Person Specification

Job Title: Human Resources Manager

Grade: SCP 39 – 43

RMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors, and visitors to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service and other statutory checks.

### Qualifications and Professional Development

#### Essential

- CIPD graduate or equivalent formal HR qualification / experience

#### Desirable

- Educated to a degree level
- The ability to co-ordinate a team of colleagues and manage resources
- Sound knowledge of Microsoft Office products

### Knowledge, Skills, and Competencies

#### Essential

- Evidence active continuous professional development and an up-to-date knowledge of current HR legislation
- An in-depth understanding of national terms and conditions of services and education legislation that impact on employment of staff in academies.
- Excellent communication skills and ability to relate well to all stakeholders
- Demonstrate a proactive and creative approach to developing HR practice
- Ability to use IT packages including word processing and spreadsheets
- A full UK driving licence

#### Desirable

- Knowledge and understanding of academy legislation
- Understanding of the workings of a multi academy Trust

## **Experience**

### **Essential**

- Experience of working in an HR role either supporting or within the public sector
- Developing, managing, and operating HR systems
- Working with senior stakeholders
- Experience in supporting all areas of the HR function as outlined in the Job Description
- Experience of leading and facilitating trade union and staff formal consultation
- Experience of mentoring and developing staff
- Experience of working in an HR role either supporting or within an education establishment

### **Desirable**

- Experience of working in a Multi Academy Trust and/or experience of working across multiple sites

## **Personal Qualities**

### **Essential**

- Ability to work as part of a team and independently
- Ability to deal calmly, professionally, and effectively with staff at all levels challenging inappropriate or unacceptable behaviour where necessary including the ability to whistle blow and respond to those that whistle blow appropriately
- Demonstrate diplomacy, empathy, integrity, and confidence
- Ability to adapt a flexible approach to meet the needs of RMAT
- Self-motivated and ability to use initiative to ensure tasks are completed
- Commitment to maintaining confidentiality at all times
- Awareness of responsibilities for Health and Safety, Data Protection and Safeguarding
- Commitment to equality, diversity and inclusion