# 

Academies Enterprise Trust

**Job Description**

**Job Title: HR Cluster Manager**

**Location: Winton Community Academy, Andover, Hampshire**

**Hours of work: 30.5 hours per week**

**Reports to: Head of HR Operations (South)**

**Purpose of the Role:**

To be responsible for managing and developing a proactive and effective HR service to the cluster academies, ensuring strategies and service provision is in place to balance the requirements of individual academies within the cluster whilst supporting the delivery of AET strategic

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Key responsibilities**

To manage the team providing high quality professional advisory HR services to principals, Headteachers Senior Leaders Chairs of Governors and key stakeholders to include:

● Advice on employment practices, pay and conditions of service, legal and best practice in regard to employment law and statutory requirements. advising and supporting a wide range of HR issues, including discipline, capability, absence and grievance, together with attendance at meetings;

● Establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment;

● Lead develop and manage a team which includes both HR advisers and HR

coordinators to effectively maximise performance.

**Main duties**

* Lead on local trade union consultations and negotiations
* Support the development, implementation and monitoring of HR strategies and policy and procedures
* Work collaboratively with a range of internal and external partners to identify scope for co-ordinated approaches to delivery of HR services to schools
* As required effectively gather analyse and report on HR data to underpin best practice and effective people management and planning.
* Manage and coordinate the recruitment and selection process in the cluster for each academy liaising with the Cluster Talent Resource Partner as appropriate to develop an effective service to meet local need.
* Ensure appropriate authority has been received prior to the advertisement of a post whether permanent or temporary
* Gather payroll changes on a monthly basis for all employee in the region and report back to payroll officers centrally by the appropriate payroll deadlines.
* Design and deliver HR training to meet the need of the HR team and stakeholders managing and supporting the HR function.
* Support academy, principals, Chairs of Governors, senior leaders and managers to have the capability and capacity to manage HR issues in a timely and effective manner.
* To manage the delivery of the cluster HR service to Principals/Headteachers on all complex HR issues including but not limited to: TUPE, grievances, disciplinary cases, dismissals, redundancies, maternity/paternity conditions, contractual and job description changes, sickness absence management and capability procedures.
* Responding to all queries in whatever format in a timely, accurate and professional manner.
* Attendance at meetings; establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment.
* To offer expert interpretation, advice and representation to customers on employment legislation, best practice and policy and procedures in relation to: remuneration,terms and conditions of service.
* To ensure casework , insurance logs and management information is readily available and up to date.
* To ensure the HR team provide advice to HR panels which is compliant with the relevant AET policies and legislative requirements to panel members/Headteachers/Principals.
* To ensure written documentation is available to HR panels along with a quality administrative process to panel members/Principals/Headteachers at hearings.To ensure the team provide legally compliant HR letters and documents for case work and ensure information is logged on the portal and as appropriate on personal files.
* To keep up to date with developments in employment legislation and HR best practice.
* Identify and communicate employment legislation developments and good practice to members of the HR team and relevant stakeholders.
* To be proactive in identifying situations where safeguarding and /child protection support is needed and to ensure statutory guidance and reporting is adhered to: alert the Head of HR transformation and liaise as appropriate with LADO, Principals/Headteacher, designated safeguarding lead(DSL) and Phase Director.
* To undertake HR projects as required by the Senior HR team.
* To liaise with legal insurers regarding legal and procedural issues, compiling evidence for use in Employment Tribunals, Personal Injury claims, etc.
* To visit cluster academies on a regular basis to audit HR provision provide an opportunity for feedback on service delivery to ensure a proactive HR service that supports continuous school improvement.
* To develop and maintain with the Head of HR Operations management information packs that measure performance against key performance indicators and service standards
* To be responsible for compliance and pre-employment screening process for the cluster ensuring the Single Central Record is up to date in line with all statutory requirements, safer recruitment and working together to safeguard children.
* To undertake any relevant research and review trends as deemed necessary.
* To work collaboratively with local JCC professional associations and employee representatives to ensure productive and proactive dialogue to facilitate change, resolve conflict and promote a positive working environment.
* Provide consistent open and ongoing communication on all HR issues.
* To provide cover as required to ensure a proactive HR service across all clusters.
* Attend regular HR meetings with the Senior HR Team to develop service provision
* ,share good practice and maintain consistency of service The post-holder is also required to undertake such other duties and training as may be required by or on behalf of AET provided that they are consistent with the nature of the post.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

**Other clauses:**

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

3. This job description may be varied to meet the changing demands of the HR and Schools Support Service and Academy needs at the reasonable discretion of the .Senior HR Team

4. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

5. Postholder may deal with sensitive material and should maintain confidentiality in all AET

matters sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: HR Cluster Manager**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Degree level or equivalent with a relevant professional qualification, full (CIPD) qualification or equivalent |  |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Must have significant, proven HR advisory experience * Experience of conducting and advising at disciplinary/grievance/redundancy meetings/hearings * A proven track record of dealing with complex HR issues * Knowledge of TUPE legislation * Knowledge of HUman Resources policies and procedures | * Education HR experience * Knowledge of the education sector * Experience of dealing with HR in a multi-site organisation * Knowledge of safer recruitment/safeguarding/child protection |
| **Skills** | Line management responsibilities (No.) | * Cluster team HR advisor, HR administrators and apprentice |  |
| Abilities | ● Ability to use at least an intermediary level Microsoft Office including Word, Excel and Outlook or equivalent and google  ● Ability to use databases and experience of data entry  ● Work effectively as part of a team  ● Ability to be proactive and prioritise work  ● Ability to produce accurate correspondence and identify errors  ● Ability to produce and understand statistics and collate these in reports for distribution |  |
| **Personal Characteristics** | Behaviours | * Have strong interpersonal skills * Ability to work independently |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |