

JOB DESCRIPTION

JOB TITLE	HR Hub Lead
GRADE BAND	WHF Q
RESPONSIBLE TO	Senior HR Business Partner
DEPARTMENT	HR
DATE JD/PS SIGNED OFF	June 2019

SIGNED	
PRINTED	
DATED	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

JOB PURPOSE

To provide comprehensive and pragmatic HR advice and support service to schools within the Hub to enable the best outcomes for the students by:

- Working in collaboration with Central HR, school based staff and Hub Leaders including, Principals, Senior Leadership Teams, in relation to the full range of employment and employee relations matters.
- Effectively managing the HR caseload to achieve efficient and positive outcomes to issues arising, ensuring legislation, policy and best practice are followed and options and risks are clearly explored and analysed.
- Managing and co-ordinating all generalist HR matters ensuring compliance with all statutory requirements and the TWHF's systems of operations.
- Gathering and utilising HR management information (M.I) to enable effective performance measurement and targeting of resources.
- Working in collaboration with Central HR and the payroll provider to ensure staff within the Hub are paid correctly and on time every month.
- To support the work on key HR projects as and when required.

MA TASKS, DUTIES & RESPONSIBILITIES

Key Accountabilities:

Human Resources Support Service

- Provide a telephone and face-to-face HR support service within agreed performance SLAs.
- Contribute to the development of supporting documents and templates covering regular HR functions including policies, letter templates and pro-formas.
- Contribute to written and electronic HR communication across the TWHF to provide regular updates on statutory changes and trends in HR.

Employee Relations

- Work in partnership with trade unions on individual employee relations issues and organisational change programs.
- Ensure that HR queries, including pay queries, are addressed in an appropriate and timely manner.
- Support Hub leaders to effectively manage employee relations issues including creation of associated paperwork.
- Be an active panel member in hearings providing specialist advice to the panel up to and including decisions to dismiss.
- Work closely with other HR staff across TWHF in order to provide a first class HR service across the Hub and the wider TWHF.
- Coach senior managers to build capability for managing their staff and embedding HR skills and knowledge to achieve best practice outcomes.
- Work independently ensuring all activity is consistent across TWHF and in line with current policy and employment legislation.
- Support Trade Union meetings and provide advice and guidance to key HR meetings and activities as required.
- Foster good working relationships with recognised professional associations.
- Ensure exit interviews are carried out and results are recorded and reported as required.
- Be responsible for updating and maintaining the ER Caseload Tracker for the Hub.
- Support the TUPE processes and academy conversion processes as necessary.

Pay & Reward

- Ensure additional hours, mileage and absence returns for Hub staff are collated and sent to payroll in line with relevant monthly deadlines to ensure staff are paid correctly and in a timely manner.
- Liaise with Central HR to ensure benefits administration / payroll deductions are implemented correctly and in a timely manner.
- Support the monthly payroll checking process, liaising with the payroll provider in relation to any queries and implementing solutions to those queries in line with TWHF policies and procedures.
- Work in collaboration with Central HR to ensure performance related pay decisions are implemented for all staff in the Hub in line with TWHF policies and procedures.
- Work collaboratively with finance teams across the Hub to ensure financial data pertaining to staff is correct.
- Support and contribute to the implementation of new pay and reward schemes including job evaluation and equal pay as and when required to ensure parity across TWHF and to meet statutory requirements.

Employee Data and Reporting

- Ensure employee data held on both local and Central HR Information Systems is accurate and up to date, liaising with Central HR where appropriate.
- Support the development of common reporting processes that keep Central HR, Senior Leaders, Trustees and Governors informed on performance indicators such as absences, turnover, performance appraisal, reward and tracking of ER issues.
- Support Central HR team to complete statutory returns regarding staff data in an effective and timely manner.

Recruitment & Benefits

- Work in collaboration with Hub leaders and Central HR to implement the end to end recruitment process for all vacancies across the Hub in line with THWF processes and policies and within the parameters of employment legislation. This will include advice on and attendance at interviews as and when required.
- Check and sign contracts of employment for the schools within the Hub and ensure recruitment best practice is followed.
- Provide ongoing coaching and support to Hub leaders to aid planning and recruitment and to follow the recruitment policy.
- Work in collaboration with Central HR, to ensure all eligible staff across the Hub have access to and have been enrolled onto all relevant benefit schemes and any leavers have been removed.

Performance

- Be responsible for coordinating performance and development documentation for all staff in Hub and for providing an analysis of identified training needs as a result.
- Liaise with Central HR to provide information and advice to Hub leaders and staff on relevant learning and development interventions.
- Support the creation and delivery of appropriate HR related training interventions across TWHF as and when required.
- Liaise with line managers and central HR to ensure mandatory training records across the Hub are kept up to date and staff are compliant with regards to mandatory training needs.
- Ensure performance processes and their delivery support overall school improvement and specifically improvements in teaching and learning within the Hub.

Policies and Procedures

- Support the review and update of all HR policies.
- Be the conduit of TWHF HR policies and procedures within the Hub and ensure these are being followed consistently and to a high standard.

Safeguarding

- Provide advice and guidance on robust procedures for DBS, and identity checking and work permit processes for all staff, volunteers and governors liaising closely with the Central HR and Pupil Services team where required.
- Provide guidance and supervision to appropriate staff within the Hub to create and maintain confidential single central registers that meet the required OFSTED standards bearing in mind the DBS code of practice; Keeping Children Safe In education and the Rehabilitation of Offenders Act.

Records management

- All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. This post-holder will have responsibility for record-keeping as part of the role and is therefore required to be conversant with the TWHF's policies and procedures on records management.

ADDITIONAL DUTIES & RESPONSIBILITIES

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
Qualifications, Education and Training			
Associate Member of the CIPD <i>or</i> holds an equivalent HR related qualification <i>or</i> equivalent HR experience	E	X	X
Experience and Knowledge			
Experience of providing employee relations/generalist HR advice and guidance to Senior Leaders	E	X	X
Experience of managing a HR caseload from start to finish achieving successful outcomes	E	X	X
Experience of implementing effective HR systems and procedures	E	X	X
Experience of developing positive and effective working relationships with Trade Unions	E	X	X
In-depth expert knowledge and application of current HR legislation	E		X
Experience managing organisational change / restructures	E	X	X
Experience of supporting TUPE transfers	D		X
Experience of providing HR advice and guidance within an educational setting	D	X	
Understanding of national terms and conditions and/or of legislation that impacts on employment within the educational sector	D	X	
Experience of working across multiple sites	D	X	
Knowledge of Academy legislation	D		X
Skills and Abilities			
Strong IT Skills and experience in the use of specialist HR systems	E	X	X
Good written and verbal communication skills and be able to relate well to all stakeholders	E	X	X
Ability to work as part of a team	E		X
Good planning and project management skills	E	X	X
Positive, solutions-focused approach	E		X
	D		X
Values and Behaviours			
To commit to the values as described in The White Horse Federation 'little green book'.	E		X
Physical, Mental and Emotional Demands			
A strong commitment to the TWHF values	E		X
A strong commitment to supporting and promoting safeguarding, equality and diversity	E		X
Ability and means to travel on a regular basis across TWHF sites and occasionally to other locations	E		X
Supportive of the Multi-Academy Trust Functional Model and ethos of the TWHF	E		X
Highly resilient and determined in the face of challenges	E		X

