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| R:\Recruitment\Ruth\stonewall-diversitychampion-logo-black (2).pngGreenwood-Academies-Trust-double-line JOB SPECIFICATION **Human Resources Officer** |
| **Reports To**: Director of Human Resources  |
| Why | **Job Summary** Working closely with HR Directorate, Principals and Senior Management you will be responsible for meeting the recruitment needs of our primary, secondary and special needs academies, plus our centralised support functions. You will provide expert advice and guidance to ensure we meet our legal requirements as a single employer. |
| What | **Main Responsibilities** * Providing high level of customer focused advice and guidance HR service to our Academies.
* Developing and implementing policies and toolkits to support an enhance academy performance.
* Interpreting and advising on employment law particularly those relating to Education.
* Promoting equality and diversity as part of the culture of the organisation.
* Keeping up to date on DfE initiatives with a focus on safeguarding children and safer recruitment practices and ensuring processes are adhered to both in the recruitment of new staff and throughout the employee lifecycle.
* Supporting Directors on various people strategy initiatives, such as employee well-being harmonisation, restructuring and TUPE when necessary.
* Provision of on-going HR training and coaching for our line managers and middle leaders.
* Working closely with key stakeholders developing positive relationships whilst maintaining integrity and independence of the HR function.
* Supporting the interview process as required, using competency based interviewing and in accordance with safer recruitment.
* In conjunction with the HR Directorate research and draft HR Policies, procedures and prepare supporting manager guidance notes for the Trust.
* Preparing offer letters and contracts of employment ensuring compliance with legislation, best practice and relevant policies and procedures
* Oversee and support the maintenance of the Single Central Register for several Academies, ensuring accuracy and maintenance of employee data, in line with requirements and GAT standards.
* Support the HR Directorate to positively manage change across the Trust through the development of processes and procedures.
* Support the management of absence across the Trust making recommendations on interventions where appropriate to support consistency and best practice in the reduction of absence. Develop the absence management processes ensuring they are fit for purpose, including liaison with the Occupational Health provider.
* Engaging and participating in regular sharing of information and working practices across the team.
* Keep abreast of forthcoming legislative changes and reporting to the HR Directorate
* Attendance at HR related meetings and events, including Trade Union meetings as required.
* Any other duties as deemed appropriate.
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| How | Competencies | Personal Attributes(level expected when job is conducted to the required standard) |
| **Framework***Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.* | Actively promotes the Trust’s ethos internally and externally |
| Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people |
| Reliable and consistent in achieving targets |
| Organises contributors to reach goals and milestones |
| Instils confidence that the objective will be achieved |
| **Development***Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.* | Lead departmental training on a relevant issues |
| Act as a reviewer in the Trust’s performance development system |
| Consistent outstanding practice leads to developing skills in leadership and management and highly effective professional contribution |
| Challenge, influence and motivate others to attain high goals |
| **Leading***Providing direction to ensure that the resources are available to achieve results in the most effective way.* | Managerial experience is built upon an understanding of Trust ethos |
| Connects with team members and is accessible to colleagues |
| Independently develops project proposals with key objectives and proposed outcomes |
| Motivates and delegates appropriately in order to achieve objectives |
| Sets clear objectives |
| **Task Management***Establishing appropriate courses of action for oneself and others to accomplish goals* | May provide guidance and supervision on setting tasks |
| Makes medium term plans; anticipates problems and prioritises actions |
| Prioritises own workload to achieve project activities in agreed timeframe |
| **Communication***Providing direction to ensure that the resources are available to achieve results in the most effective way.* | Actively informs and briefs colleagues within team of developments, challenges and changes  |
| Clear, concise and confident when communicating both verbally and in writing |
| **Problem Solving/Decision Making***Able to identify a potential problem; propose and assess solutions and decide upon course of action* | Proactive in providing innovative solutions and evaluating alternatives |
| Takes responsibility within the team for making decisions and moving things forward, using good judgement |
| Presents information, recognises the most relevant information and forms conclusions |
| Able to initiate actions in an emergency and seeks to prevent problems occurring |
| Context | Interfaces | Internal/External | Seek opportunities to collaborate with other professionals beyond our academies and across the Trust. |
| Financial impact/budget | Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives. |
| Scope | People (directly/indirectly manage) | Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner. Work with an HR/Recruitment Assistant and delegate tasks appropriately. |
| Travel | You will be required to travel between academies as necessary. |
| Education, Qualifications and Experience (EQE) | **Essential:**Must be educated up to GCSE grade C/4 level in English and mathematics.Knowledge of all aspects of HR (generalist)**Desirable**: Qualified Member of CIPD minimum Level 5 or other relevant qualification in HR. Knowledge of Human Resources policy and procedure as it relates to an education environment Experience of working closely with Trade UnionsKnowledge of National Joint Council pay and conditionsKnowledge of Statutory Teachers Pay and Conditions Document |
| Safeguarding  | All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.  |
|  | Data Protection | All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation. |

You will predominately work within the Peterborough or Northampton regions and may be based from home or from one our local Academies supporting that region. You will also be an integral part of the wider HR team and therefore will be required to work from our central office in Nottingham for a minimum of two days each half term within term-time and for two weeks during the summer break. Due to travel requirements a full driving licence and own transport is essential.

We can offer an agile working environment and are happy to discuss at interview which days of the week you prefer.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.