

JOB DESCRIPTION

Post title:	HR Manager
Academy:	LST Central Team
Reporting to:	COO / CEO
Salary/Pay range:	Circa £43,000 (negotiable for an exceptional candidate)
Hours of work:	37hpw, AYR

Purpose of Job

The HR Manager is responsible for providing and managing a comprehensive HR operations central service to the Trust and its Academies.

Main Duties and Responsibilities

- Manage complex employee relations casework including dispute resolutions, disciplinaries, grievances, absence, restructures and redundancy.
- Apply HR and business knowledge evidencing appropriate decision-making skills.
- Advise managers on the terms and conditions of employment and knowledge share best practice with them.
- Develop HR policies, procedures and training to drive performance and mitigate disputes.
- Along with the HR Advisory Team, provide first line advice on current and existing terms and conditions and benefits for employees and managers.
- Ensure best value from all the relevant HR service level agreements including payroll and pensions, legal services and recruitment advertising platforms.
- Work with appropriate parties on recruitment, reward and retention policies.
- Provide advice on recruitment and selection strategies and manage talent and succession planning.
- Drive alignment between HR strategy and business goals.
- Continuously monitor and review HR policies and processes and implement changes where necessary.
- Implement an electronic HR system and ensure its efficient use and implementation across the Trust.
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- Support the change management processes of the MAT.
- Be the lead HR person at various Trustee committees reporting on the duties, workload, performance and functions of the of the HR Team via data based KPIs.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety

- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required.