

JOB TITLE: HR Officer

SCALE POINT: 25-28

RESPONSIBLE TO: Trust Business Manager

LOCATION: River Tees Multi Academy Trust

STATUS: Permanent

SALARY: FTE - £29,577 - £32,234, pro rata for term-time + 10 days (flexible)

HOURS: These can be negotiated

The Seven Principles of Public Life; Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership

Our Values

At RTMAT, our team are enthusiastic and passionate about our learners, staff and communities. We are:

- R** Resilient and brave
- T** Trustworthy and kind
- M** Making a positive differences to learners', staff and our wider communities'
- A** Aspirational and hopeful
- T** Tolerant and respectful

We use a relational approach to show we care about our learners, staff and communities. Our approach sets clear boundaries for behaviour, attendance and conduct. However, we want our learners to engage with a love of learning, enjoy being at school, build positive relationships and go on to bright futures.

Job Purpose

We require a HR Officer to provide a professional, efficient and effective HR advice service across the Trust in accordance with agreed Trust policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.

Main Responsibilities

Strategic /reporting

- Work with the Trust Senior Leadership team and the Trust's professional HR advisers to ensure a cohesive approach to HR management across the Trust.
- Contribute to the strategic development of the Trust.
- Attend the Finance and HR Committee when required.
- Provide timely and accurate reports and statistics such as staff attendance data to support workforce planning.
- Manage and develop the Trust's data dashboard.

Policies and processes

- Ensure personnel policies for the Trust are regularly reviewed and updated, in collaboration with the Trust's professional HR advisers.
- Support the Academies with their HR processes and procedures, including, but not limited to – new starter procedures, personnel files and absence management.
- Recommend appropriate courses of action in line with best practice, policies, employment legislation and relevant regulatory frameworks.
- Provide advice and support to managers in change management activities such as redundancy, TUPE and other organisational change situations.
- Liaise with trade unions in line with the union recognition agreement and consult on matters including policies and procedures.
- Take steps to ensure that the Trust comply with Teachers pay and conditions, the Burgundy book and any other recognised guidance such as the Green book for non-teaching staff

Recruitment and retention

- Administer all aspects of recruitment including: identifying upcoming recruitment demands; advertising; providing shortlisting documentation to panel; organisation of assessments and interviews; pre-employment risk assessment practices; preparation of offer or variation to contract letters and contracts of employment; reference requests; ensuring completion of all compliance checks and that the HR file is correctly signed off before the employment is confirmed; ensuring new colleagues are kept up to date with arrangements for their new employment prior to starting.
- Co-ordinate recruitment for new provision.
- Project manage casework, restructures, change management, redeployment and redundancy procedures when required.
- Lead on the development of induction programmes for new employees.
- Support the Academies with managing the employee lifecycle, specifically but not limited to, induction, probation periods and exit interviews.
- Work with professional advisers to ensure all contractual paperwork is fit for purpose.

- Ensure the submission of the School Workforce Census.
- Regularly update and enhance the Trust's recruitment documentation and processes to attract quality staff.
- Ensure all necessary recruitment checks are completed, monitored and reviewed as required.
- Monitor the probationary period for all new staff and ensure paperwork is completed in a timely manner.
- Develop and keep up to date the recruitment section of the Trust's website.

Training, development and wellbeing

- Provide support with staff training and development across the Trust including the scheduling of training, development of training materials, supporting with delivery and the development and maintenance of training records.
- Evaluate and develop improvement plans for wellbeing based on best practice and staff feedback.
- Advise on options for training and development including sourcing, monitoring and evaluating the effectiveness of statutory and other training.
- Capture staff views in working at River Tees Multi-Academy Trust to develop the offer, recruitment and retention.

Attendance and employment relations

- Liaise with Trust's professional HR advisers to ensure we are providing accurate and clear HR advice on a range of employment issues including discipline, grievance, capability, attendance, performance and pay
- Support line managers in taking appropriate, preventative and reactive measures to ensure that absence is minimised.
- Act as investigating officer for disciplinary cases at any of the Academies as and when required.
- Implement initial processes relating to capability and disciplinary processes, liaising with the Trust's professional advisers.

HR Systems and payroll

- Maintain and develop the Trust's electronic HR systems, ensuring that the information held is accurate and up to date.
- Developing and assisting each Academy in the maintenance of HR files in line with statutory requirements and according to best practice.
- Maintain the Trust's single central record, and provide advice and guidance to each Academy regarding their own records.
- Ensuring that each Academy's Single Central Register is maintained and developed according to statutory DfE and Ofsted requirements, including that new and existing DBS applications are managed according to the latest legislation.
- Liaising with the Trust's Payroll Provider to ensure that relevant changes to staff pay and new starter information are communicated accurately and punctually. Checking and identifying anomalies and discrepancies.

Other

- The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the role. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility; these factors are reflected in the post grade.
- All employees are expected to demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery and to adhere to the policies of the Trust in performance of their duties.
- All employees are expected to respect all confidentiality and principles and practice of General Data Protection Regulations (GDPR)
- All post holders are required to comply with Health and Safety policies and legislation.
- We currently have sites in Middlesbrough and Gateshead and have a new free school opening in Redcar and Cleveland in Autumn 2022 therefore some travel may be expected.

Person Specification

HR Officer

Item	Essential	Desirable	Qualifications & Training	Experience	Knowledge & Skills	Other	Where Identified
CIPD qualified or equivalent experience	✓		✓				Application Form
Able to demonstrate an understanding of teachers' and support staff terms & conditions, and an empathy with schools issues.		✓		✓			Application Form/Interview
Evidence of a depth of experience working at the relevant level, in particular around the full range of complex employee relations case work (grievance, disciplinary, health & absence management, performance management, LADO referrals), working with trade unions, and advising managers on a breadth of people issues, up to & including dismissal hearings.	✓			✓			Interview/References
Experience of handling significant change, including restructure / redundancy, and TUPE.	✓			✓			Interview/References
Experience of working in HR in a teaching environment.		✓		✓			Interview/References
Depth of knowledge and understanding of policy, procedure, employment law and good practice in relation to HR, along with the ability to assess implications and articulate risk.	✓				✓		Interview/References
Good organisational skills, confident in managing a diverse workload.	✓				✓		Interview/References

Item	Essential	Desirable	Qualifications & Training	Experience	Knowledge & Skills	Other	Where Identified
Proactive, able to see what needs to be done and to prioritise work accordingly.	✓				✓		Interview/References
Flexible, self-motivated & resilient to changing demands; able to work independently, on own initiative and without supervision.	✓				✓		Interview/References
Knowledge & experience of job evaluation, grading & equal pay issues.		✓			✓		Interview/References
Responsibility for own professional development and be willing to partake in further development.	✓					✓	Interview/References
A team player with energy, commitment, enthusiasm and resilience.	✓					✓	Interview/References
A commitment to equality and diversity policies.	✓					✓	Interview/References
A commitment to Health and Safety.	✓					✓	Interview/References
A commitment to child protection and safeguarding.	✓					✓	Interview/References
An understanding of child protection and safeguarding.	✓					✓	Interview/References