



## Job Description

<b>Job Title:</b>	<b>HR Partner</b>
<b>Reporting to:</b>	Senior HR Partner
<b>Base:</b>	North East, Yorkshire/Leeds

### The Company

Avec Partnership are part of EPM whose parent Company is Citation Group, this is an excellent opportunity to join a high-growth and acquisitive division who are leading the way in the education sector. We represent the Education Division within Citation Group with our offices based in Newton Aycliffe, although we work across the North of England.

We are 100% dedicated to education and together our expert teams support more than 2,350 Schools and Trusts nationwide.

Technology is key to our business; however, people are at the heart of what we do. Our culture is unique and built upon the motivation and passion of our team. We encourage our employees to flourish and unleash their talent by building their confidence and providing them with the opportunities and support to empower them and realise their full potential.

Our performance in the market has been and continues to be, exceptional, resulting in significant growth year after year. Our success can be attributed to our proactive, forward-thinking approach and passionate team. Our strategy is people and customers first with continual growth across the education sector.

### Purpose of the Job

As HR Partner you will provide high quality HR advisory services to our schools and academies. You will ensure that the HR function proactively supports the best interests of all the schools and academies we work with to achieve their objectives and actively promote the business, generating new clients and retaining existing clients across the North of England.

Support is delivered on all aspects of HR casework; including sickness absence management, discipline, grievance and other employee relations issues in accordance with policies and procedures. The role will cover a broad range of duties including advice on staffing issues, pay and performance management, recruitment, policies & procedures, TUPE and Union negotiations.

## Main Responsibilities/Duties of the Job

### Core Responsibilities

1. Providing specialist hands on support and advice to CEO's, Head Teachers, COO's, School/Academy Business Managers, Senior Managers, Directors/ Governors in relation to a wide range of HR issues.
2. Delivering quality high level support, advice and guidance to clients on all aspects of HR casework; including sickness absence management, discipline, grievance and other employee relations issues in accordance with policies and procedures.
3. Advising and supporting clients' with whole school/academy, department or function specific restructures, including consultation and negotiation with Trade Unions and guidance on redundancy, redeployment and early retirement cases in accordance with policy and employment legislation.
4. Providing a bespoke recruitment service for senior appointments including coordination of recruitment campaigns, participation in shortlisting advice on appropriate selection methods and attendance at appointment panels where required.
5. Providing advice to schools/academies in respect of national conditions of service, local agreements, employment law including TUPE legislation.
6. Providing advice and guidance on pay and reward structures and procedures to Senior Leaders, Governors and Directors in accordance with the organisation's pay policy and legislative requirements e.g. equal opportunities
7. Supporting schools to ensure they have appropriate and effective HR systems in place in accordance with agreed policies.
8. Supporting school and academies in ensuring accurate employee records are maintained.
9. Prepare and present reports for Senior Leaders/Managers, Governors and Directors on a range of needs including sickness, data management, academy conversion and casework etc.
10. Keep abreast of HR developments across the Educational Sector, notably in relation to the Academies Sector.
11. To ensure that Head Teachers and Governors receive effective and appropriate advice and support on all practical aspects of HR.
12. To be able to assist in the Academy Conversion Process as part of a project management team, providing relevant support with HR issues.
13. To build up effective, collaborative, dynamic relationships with all of our schools and academies.

14. To actively seek out feedback in order to maintain positive relationships and professional credibility.
15. To be responsible for leading your own work, with support and supervision, proactively dealing with your workload in a creative and flexible working environment.
16. To work collaboratively with the Finance, H&S and Governance arms of the team, to offer schools a seamless service.

#### Internal Broader Responsibilities

1. To develop an understanding of varying policies and procedures within schools and academies, complying with their contents and raising concerns.
2. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

## Person Specification

Job Title: HR Partner	
Qualifications	
Essential	Desirable
Five 9 - 5 GCSEs including Maths and English or equivalent	Educated to degree level or equivalent
Chartered Institute of Personnel and Development - Level 5	Chartered Institute of Personnel and Development - Level 7
Full driving licence and own transport	
Current Membership of the Chartered Institute of Personnel and Development	
Experience, Skills and Abilities	
Essential	Desirable
Have demonstrable experience in managing performance, absence, TUPE, staffing restructure and providing general HR advice	Previous experience of the Education Sector
Have significant experience as a HR generalist	Understanding of terms and conditions of employment within schools and academies

	Understanding of Education Legislation
Competency in establishing good working relationships with a range of customers e.g. headteachers, governors, and senior managers, or similar, with the ability to quickly gain credibility with customers	
Able to demonstrate careful attention to detail and ability to check all work for accuracy and quality standards	
Experience working in dynamic fast paced agile environments, working collaboratively and openly with others	
Strong commercial and business awareness	
Excellent communication; both oral and written, with strong interpersonal skills	
Excellent IT skills (i.e. Excel, Outlook, Word)	