JOB DESCRIPTION

POST TITLE:	People & Culture Business Partner
LOCATION/BASED:	Corporate Services, North Gosforth Academy
GRADE:	N8
RESPONSIBLE TO:	Director of People & Culture
CORE PURPOSE:	Partner with the assigned business area on all people related matters to ensure they have the right people, in the right place, at the right time to ensure our pupils receive the best educational outcomes for them.

MAIN DUTIES & KEY RESPONSIBILITIES

Service Provision

1. Provide advice, guidance, and practical support to leaders on all issues in relation to the employee lifecycle from recruitment to exit.

2. Partner with assigned business area to provide advice with complex case management such as, conduct, attendance, capability, grievance, etc. ensuring compliance with Trust policies and procedures and employment law.

3. Coach, support and train managers in the application of People & Culture policies and practices, providing advice and guidance on people issues to minimise risks and financial exposure, and develop a positive, productive culture.

4. Use data to identify trends and risks and provide proactive support to minimise these.

5. Work collaboratively with the central Trust teams and external partners, including Finance, Health and Safety, Payroll, Occupational Health, LADO, etc. to ensure the delivery of a joined-up service.

6. Contribute to the management of organisational change (e.g., restructures, redundancies and TUPE), providing advice and guidance to leaders throughout the process.

Service Development

7. Undertake project work as directed, with a view to developing and improving existing service provision in line with the Trust's objectives.

8. Support, and where appropriate, lead on the development of effective people systems and processes.

9. Contribute to internal audits of key people processes to ensure compliance and statutory requirements are aligned.

Policies and Procedures

10. Lead the development, maintenance and implementation of effective and efficient People & Culture policies and procedures, taking account of the Trust's vision and values, statutory and legislative requirements whilst incorporating best practice.

11. Lead on the development and implementation of People & Culture toolkits to ensure consistency of approach and to enable leaders to manage independently.

12. Lead the delivery of briefings and training sessions to leaders to cover policy implementation and changes as required.

Engagement

13. Work collaboratively with trade union representatives on Trust issues and ER cases.

14. Contribute to People & Culture reports and updates for trustee meetings and SLT on key performance indicators, as required.

15. Ensure the People & Culture intranet pages are kept up to date and relevant.

Resourcing

16. Lead on the development of recruitment strategies that will meet the Trust's vision and values.

17. Provide professional guidance and support to leaders on safer recruitment and selection processes, ensuring compliance with KSCiE, including the Single Central Record.

18. To provide a job analysis service for the Trust following appropriate training.

19. Check the accuracy of contractual documentation, ensuring inaccuracies are corrected prior to issue.

20. Contribute to pay reviews and pay benchmarking to ensure parity.

Learning & Development

21. Contribute to the development of a skills gap analysis to identify the skills gaps of colleagues across the Trust.

22. Contribute to the development and delivery effective learning and development opportunities for all colleagues.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with colleagues, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: PEOPLE & CULTURE BUSINESS PARTNER

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Strong employment law knowledge with the ability to apply employment law concepts in a flexible way balancing legal compliance with Trust values	✓	
Self-motivated, with a 'can do' approach to problem solving	✓	
Advanced analytical and problem solving skills	✓	
Advance computer literacy skills	✓	
Excellent written, oral communication and interpersonal skills	✓	
Accomplished organisational skills and attention to detail	✓	
Proven ability to work flexibly under pressure, prioritise effectively and meet deadlines	✓	
Discrete with ability to maintain confidentiality	✓	
Committed to Equality, Diversity & Inclusion	✓	
Ability and willingness to travel across the Trust to support stakeholders, attend meetings etc	✓	
Working knowledge of education policies and practices		✓
An awareness of educational sector legislation including those relating safeguarding		✓
QUALIFICATIONS AND TRAINING	**ESSENTIAL**	**DESIRABLE**
CIPD Level 5 in HRM (or equivalent) qualification (or a willingness to work towards this) or relevant demonstrable experience in a similar role/level	✓	
Evidence of continual professional development (CPD)	✓	
Training / coaching qualification		✓
Workplace mediation training		✓
EXPERIENCE	**ESSENTIAL**	**DESIRABLE**
Substantial generalist HR experience, operating in a medium to large organisation	✓	
Experience of working in a multi-site organisation	✓	
Experience of advising managers on a wide range of employment and people management issues	✓	
Experience of supporting managers on the full range of complex employee relations cases, using employment and case law to advise and bring cases to a speedy resolution	✓	
Experience of managing, interpreting and presenting HR data both written and verbal to varying audiences	✓	
Experience of supporting organisational change (at least one of the following and preferably all: restructures; redundancy or TUPE projects)	✓	

Experience of building positive professional relationships with key stakeholders	✓	
Experience of implementing and applying new policies and procedures at an operational level	✓	
Experience of working within an educational setting		✓
Experience of working with Trade Unions		✓
Experience of supervising staff		✓
Experience of report writing		✓
Experience of supporting the development of HR operational processes		✓
Experience of Safer Recruitment practices		✓
Working experience of the Burgundy and Green Book		✓
Experience of Learning and Development methods		✓
Experience of delivering HR related training		✓
PERSONAL QUALITIES	**ESSENTIAL**	**DESIRABLE**
Good team worker with a flexible approach to work	✓	
Confident, conscientious and detail conscious	✓	
Good organisational and time management skills	✓	
Highly developed interpersonal skills	✓	
Willingness to be innovative and ability to be creative	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	**ESSENTIAL**	**DESIRABLE**
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.