Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: HR Business Partner

Grade: M/N SCP 34 - 39

Responsible to: HR Manager

Job Purpose

- To provide proactive and up to date employment advice to the Executive Leadership Team, Headteachers, Senior leaders and the Trust Board and on occasions to other client organisations linked with the business.

- To provide support in facilitating the delivery of the HR strategy and policies of NPCAT and those policies linked with TUPE process.

- To work as part of a pro-active HR team that covers all areas of the Trust region; Middlesbrough, Stockton, Redcar, North Yorkshire and York.

Principle Accountabilities

- To provide HR specialist advice across all aspects of Human Resource policy and process.

- To deliver advice and operate across multiple sets of terms and conditions of employment, pay scales and varying policies.

- To guide and support our Headteachers and Senior Leaders in their management of employees, promoting consistency in policy interpretation and application.

- To provide guidance and support in conducting disciplinary/grievance hearings and other meetings in relation to absence, appraisal and performance management of teaching and support staff.

- To provide guidance and support for staffing reviews appropriate to post TUPE transfers.

- To provide support to senior leaders in Trade Union consultation and negotiations.

- Manage efficiently and effectively a 'professional workload' ensuring work is organised, prioritised and delivered to meet the requirements of the role.

- To advise on and contribute to HR policy design, development and implementation across the Trust.

- Develop and manage professional relationships with internal and external colleagues and other stakeholders.

- Contribute to the strategic development activity under the lead of the Director of People and Culture.

- On occasions to prepare and present reports for Senior Leaders and Managers on a range of needs including sickness, data management, performance management, casework etc.

- Support and monitor schools to ensure they have appropriate and effective HR systems and processes in place, in accordance with agreed policies.

- Work in conjunction with other services and colleagues across the Trust.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.

- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the NPCAT may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	CIPD Qualified to a minimum of Level 5 or relevant experience		
	E2	A proactive approach to continuous professional development		
Experience & Knowledge	E3	At least 3 years experience of working in a HR Advisory role	D1	An understanding of safeguarding and Child Protection issues
	E4	Significant professional experience within a HR generalist function delivering an end to end remit; within an education setting	D2	Experience of knowledge of issues and challenges facing a Trust following an amalgamation
	E5	Proven track record of success within a HR role and challenging leaders within the HR context		
	E6	Significant experience of managing complex and high volume casework		
	E7	Proven experience of working with and influencing/managing clients		
	E8	Experience of working under pressure and to deadlines		
	E9	Experience of managing change and implementing new systems/procedures		
	E10	In depth knowledge of employment law		
	E11	Experience of attending and supporting Senior Leaders and Trustees in meetings, providing advice and guidance		
	E12	Experience of working, consulting and negotiating with Trade Union representatives		
Skills	E13	Set high standards and provide a role model for staff and take responsibility for own and others professional development	D4	Able to deal sensitively with people and resolve conflicts
	E14	IT skills with a working knowledge of HR applications		

	E15 E16 E17	Develop, maintain and use an effective network of contacts, seeking advice and support when necessary Communicate effectively orally and in writing to a range of audiences Sound judgement and decision making skills		
Personal Attributes	E18 E19 E20 E21 E22	Respect confidentiality Work flexibly to meet deadlines and respond to unplanned situations Have access to own transport with business insurance Suitable to work with children/young people Commitment to the Catholic ethos and aims of the Academy Trust	D5	A commitment to managing the highest standards of education support services