

## **JOB DESCRIPTION**

### **Human Resources Manager**

Reporting to:	Chief Executive Officer (CEO) & Academy Headteachers
Location:	Aston Manor Academy / Chilwell Croft Academy
Weeks of work	36.5hrs per contracted working week All Year Round
Grade/salary:	Grade 5, Spinal Column Points (SCPs) 32 to 40 (£38,296 to £46,549) – salary range as at 1.4.2022
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment

Equitas Academies Trust is a Multi Academy Trust (MAT) established in June 2011 and consists of 1 Secondary Academy, Aston Manor School and 1 Primary Academy, Chilwell Croft.

### **Job Purpose**

- To take a leading role in the implementation of the Human Resources and associated people strategies across the Trust.
- Support and manage organizational change and ensure best practice in the management of Human Resources across Aston Manor Academy and Chilwell Croft Academy.

### **Key Responsibilities:**

- In consultation with the CEO, Headteachers and other relevant staff, assist with the development of the HR Strategy by reviewing existing policies, procedures and practices to ensure compliance with employment law, statutory requirements and best practice.
- Manage all aspects of difficult and complex employee relations casework in such areas as disciplinary, grievance, harassment investigations, absence management etc. ensuring compliance with Trust policies and procedures.
- To support and lead on management of change, including restructuring and reorganization, and work with managers to achieve organizational objectives.
- To provide specialist advice, guidance and support to senior and line managers on a wide range of people management issues including contracts of employments, terms and conditions of employment, remuneration etc. in order to enable fair, consistent and effective staff management.
- To assist in the drafting, development and production of new HR policies and procedures as required.
- To ensure the Trust is compliant on all policies and that they are implemented fully.
- To support both Headteachers in the management of grading reviews and job evaluation systems.

- To play an active role in all stages of the recruitment and selection of staff to both Academies within the Trust.
- To generate and interpret relevant management and workforce information.
- To provide support and advice, as appropriate, to individual members of staff.
- Contribute to Trust wide training presentations and events on HR-related matters.
- To take a leading role on HR projects and/or initiatives as required.
- To take a leading role in GDPR across the Trust.
- To work towards continuous improvement, maintaining an excellent understanding of current and proposed HR practices and developments.
- To oversee the performance management systems for both teaching and non-teaching staff. Ensure appropriate performance management policies are in place. Monitoring of annual reviews of performance for all staff. Dealing with competency/capability issues.
- To check and distribute Trust wide contracts of employment.
- To send all contractual changes to Payroll on a monthly basis and complete all contractual variations as necessary.

### **General:**

This job description outlines the broad areas of responsibility and accountability for the post. It will be reviewed on an annual basis and any modifications or amendments will only be made following discussion with the Chief Executive Officer.

### **Child Protection:**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

### **Safeguarding:**

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

### **Review and Amendment:**

The job description is normally subject to an annual review. It may be amended at the request of the Chief Executive Officer or post holder but only after consultation with the post holder.

## PERSON SPECIFICATION HUMAN RESOURCES MANAGER

### Method of Assessment (MOA)

<b>AF</b> Application form	-	<b>C</b> Certification	-	<b>I - Interview</b>	or	<b>T – Test or Exercise</b>	-	<b>P</b> Presentation
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Criteria	Essential/Desirable (E/D)	MOA
<b>Qualifications/Education</b> NB: Full regard must be given to overseas qualifications	Minimum CIPD Level 5 qualification or willingness to undertake (E)	AF/C
	Degree level or equivalent (E)	AF/C
<b>Experience</b> Relevant work and other experience	Demonstrable experience of working at a senior HR professional level in an Academy/Trust or Education Setting (E)	AF/I
	Significant experience of effectively managing change in a business environment. (E)	AF/I
	Experience of dealing with difficult and sensitive situations in a professional and diplomatic manner. (E)	AF/I
	Experience of prioritising workload to deal with a wide range of varied and competing tasks (E)	AF/I
	Experience of implementing software systems and HR processes. (E)	AF/I
<b>Skills &amp; Ability</b>	Excellent oral and written communication skills with the ability to engage, inform and negotiate with colleagues and staff representatives at all levels, including Trade Unions. (E)	AF/I
	Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel and Access databases. (E)	AF/I
	Demonstrable knowledge of current (and proposed) HR legislation and the implementation of best practice techniques. (E)	AF/I

	Ability to deal with potentially difficult and sensitive situations confidently and effectively. (E)	AF/I
	Demonstrable ability to develop and translate HR policies and procedures into practical solutions for managers. (E)	AF/I
<b>Training &amp; Professional Development</b>	Evidence of relevant continuous professional development (E)	AF/I
	Willingness and commitment to undertake professional HR-related training, including study in own time (E)	AF/I
<b>Other</b>	A high level of interpersonal communication (E)	AF/I
	Demonstrable ability to develop and deliver training to staff (E)	AF/I
	Demonstrable record of working flexibly and using own initiative (D)	AF/I
	Able to work in an energetic environment (E)	AF/I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_