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| **Post:** | * HR Officer |
| **Purpose of post:** | * To work as part of the central Trust team to provide advice, guidance and support to all relevant stakeholders on every aspect of HR and to ensure the effective and efficient running of the HR team, providing an element of adminsitrative support to the Director of HR. |
| **Reporting to:** | * Director of HR |
| **Salary range:** | * £20,000 - £25,000 |

**Main Responsibilities**

* Develop and maintain systems for collating employee statistics within the organisation including sickness, turnover and vacancies and report directly to the Director of HR.
* Provide professional advice and support of all aspects of HR policy, procedure and employment legislation and best practice to the leadership teams throughout Trust academies.
* Support academies with the maintenance of their single central records, ensuring compliance with Ofsted (and other) requirements.
* Maintain personnel files for the central Trust team and provide advice and guidance on personnel files to academies, as well as undertaking audits to ensure they meet the required standards.
* Provide general administrative support to the HR function including to the caseload of the Director of HR, including involvement in organisation change initiatives and other casework.
* Support and minute at formal meetings and hearings.
* Coordinate the occupational health service including arranging appointments, coordinating the relevant paperwork and reviewing medical reports to provide advice to management on the next steps.
* Work alongside Payroll to ensure that leavers, new starters and variations to changes are actioned and any appropriate paperwork issued.
* Develop and maintain the Trust’s HR system including regularly running reports of a varying nature.
* Undertake different HR projects as and when required.
* Any other duties within the general scope and nature of this role.

**Future Expectations of the Role**

This role is expected to grow and develop over time and the expectation is that the successful postholder will be working towards undertaking the following areas of working over a period of time. Support and training will be provided on all of these areas;

* Responsibility for their own caseload of employee relations cases including disciplinary, grievance, absence management and capability.
* Support to organisational change projects and large-scale restructures with a view to working towards undertaking smaller scale restructures and redundancy situations with minimal supervision.
* Management of the Trust’s apprenticeship levy ensuring the fund is utilised across the Trust and providing advice and guidance to leadership on how to best maximise use of the fund.
* Oversee recruitment across the organisation, providing advice and guidance to leadership on policies and processes including safer recruitment requirements, applicant tracking, and the development and management of a Trust talent pool.

**As an employee of the Trust:**

* Ensure all work is undertaken in line with Trust policies, procedures and guidance documents including (but not limited to); child protection, health, safety, equality, security and confidentiality.
* Pay particular attention to the Information Governance Policy and its subsequent policies and the guidance within, in relation to keeping information and data safe and understanding your individual and collective responsibilities.
* Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing.
* Ensure compliance with the Trusts Equality Policy at all times and promote the Trust values of equality and treat all employees and colleagues in a professional and respectful manner at all times.

**Employee Specification**

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| **Section** | **Specification** | **Essential/ Desirable** | **Measure** |
| Education | | | |
|  | 5 A\*-C GCSE qualifications (or equivalent) including English and Maths | Essential | A |
|  | Level 3 Certificate in Human Resource Practice (or willingness to work towards immediately) | Essential | A/I |
| Experience | | | |
|  | Experience of working in human resources |  |  |
|  | Experience of working in an education or local government setting | Desirable | A |
|  | Experience of working with terms and conditions relevant to the Trust including NJC Green Book and the Burgundy Book | Essential | A/I |
|  | Experience of working in an administrative capacity | Essential | A/I |
| Knowledge | | | |
|  | Up to date working knowledge of legislation relevant to human resources | Essential | I |
|  | Understanding of HR/Payroll systems and processes | Essential | I |
|  | Knowledge of safeguarding legislation and procedures including Keeping Children Safe in Education and Safer Recruitment | Essential | A |
| Skills and Abilities | | | |
|  | High standard of literacy, numeracy and accuracy skills | Essential | A/I |
|  | Ability to present information clearly, concisely and appropriate for a variety of stakeholders | Essential | A/I |
|  | Excellent communication skills both verbally and written | Essential | A/I |
|  | Ability to build strong working relationships with all stakeholders, including the central Trust team and academy leadership teams | Essential | I |
|  | Ability to and experience of managing an intense workload with minimal supervision and several conflicting priorities at any given time | Essential | A/I |
|  | Ability to work on own initiative to problem solve and provide a solution focused service to leadership | Essential | I |
|  | Ability to develop, interpret, implement and enforce policies and procedures | Essential | I |
| Additional Requirements | | | |
|  | Operate with the highest standards of personal and professional conduct and integrity | Essential | I |
|  | Willingness to work flexibly to meet the needs of the role, including occasional evening work | Essential | I |
|  | Ability to undertake the significant travel that may be required of the postholder | Essential | I |