

# Job Description

<b>Job Title:</b>	Head of HR
<b>Reporting to:</b>	Chief Operations Officer
<b>Grade:</b>	Special Grade A
<b>Workplace:</b>	Based at Waterton Trust Offices

<p>Purpose of the Post:</p>	<p>To deliver a highly efficient, professional HR function to all stakeholders ensuring the Trust's strategic vision is realised. Key areas include:</p> <ul style="list-style-type: none"> <li>• Contribute to the development of and lead on the operational delivery of the Trust's HR strategy</li> <li>• Advise and counsel the Trust Executive and Trustees in relation to HR matters, drawing on legal support as required.</li> <li>• Accountability for ensuring the Trust meets all statutory obligations in relation to HR</li> <li>• Ensure the Trust is operating within a legally robust HR policy and procedural framework</li> <li>• Lead, guide and shape the central HR team,</li> <li>• Drive the continuous improvement of HR services across all key areas of delivery</li> </ul> <p>This person must be able to work independently and take responsibility for his or her own workload.</p>
<p>Leadership &amp; Management:</p>	<ul style="list-style-type: none"> <li>• Work with the Trust Executive to develop a Trust wide HR strategy incorporating resourcing, performance, pay &amp; reward, equality &amp; diversity, employee relations and consultation and terms &amp; conditions which supports the Trust in delivering its strategic objectives.</li> <li>• Lead on the operational delivery of the HR strategy identifying HR and resourcing priorities and recommending appropriate solutions which support the Trust's aims.</li> <li>• Develop and implement a workforce plan for the Trust</li> <li>• Provision of professional advice on HR matters to facilitate strategic decision making</li> <li>• Provide advice to Trust leaders on all aspects of HR practice, developments &amp; legislations, ensuring the Trust adheres to best practice and operates within the law, and co-ordinate appropriate external legal or professional advice where required.</li> <li>• Contribute to the Trust's risk management, implementing remedial strategies where necessary</li> <li>• Monitor and analyse workforce statistics and report on these to other senior Trust leaders</li> <li>• Lead on the Trust's approach to organisational change such as restructuring, redundancy and TUPE</li> <li>• Lead and develop the Trust's central HR team, including taking responsibility for the team's professional development</li> <li>• Build HR capacity within the organisation, supporting leaders to develop their knowledge and skills related to managing their staff. Deliver internal training where required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Establish and oversee the Trust's HR policies and procedures including consultation with relevant Trade Unions</li> <li>• Produces appropriate reports for the Trust SLT and Boards relating to HR matters</li> <li>• Ensure that Academy leaders are appropriately informed through data and reporting to enable operational and strategic HR issues to be identified and actioned</li> <li>• Support the COO with due diligence exercises for joining schools</li> <li>• Oversee statutory returns and publications related to HR</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• Develop a strategy for and oversee the systems and processes required to monitor employee data and ensure relevant documentation is created and securely stored within robust management information protocols. Supports the budgeting process related to HR</li> <li>• Strategic responsibility for the maintenance of payroll and personnel records in line with statutory, audit and data protection requirements</li> <li>• Lead the analysis of current resource and talent levels to meet current and future demands</li> <li>• Accountable for ensuring the HR team deliver all operational requirements in relation to HR e.g. recruitment, contracts/ variations, sickness absence, policy implementation, CPD, safeguarding and smooth operation of 3<sup>rd</sup> party payroll provider.</li> <li>• Oversee the professional development and training needs of Trust wide staff in line with training plans and the appraisal process.</li> <li>• Accountable for ensuring all recruitment and pre-employment related activity is conducted in line with current legislation and statutory obligations.</li> <li>• Develop a strategy for and ensure implementation of a robust Trust wide induction programme.</li> <li>• The Head of HR will be accountable for supporting effective pay and performance management processes across the Trust and for ensuring that these align with the Trust's strategic plans and aims.</li> </ul>
Employee Engagement and Wellbeing	<ul style="list-style-type: none"> <li>• Develop, implement and monitor a staff wellbeing strategy and engagement programmes and report on the impact of these to trust leaders as appropriate.</li> <li>• Work with unions and professional associations, maintaining strong and effective relationships that support the Trust's employment approach and responsibilities.</li> <li>• Work with Trust leaders to consult with staff on matters relating to employment and wellbeing.</li> </ul>
Safeguarding Responsibilities	<p>In addition to safeguarding requirements of all employees, the Head of HR will be responsible for:</p> <ul style="list-style-type: none"> <li>• Leading on safeguarding procedures in relation to recruitment and management of workforce ensuring policy, training and practice is in line with legislation.</li> <li>• Leading the Trust's procedures for handling allegations against adults and liaise with external agencies where required.</li> </ul>
Expectations of All Employees	<ul style="list-style-type: none"> <li>• Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Working knowledge of the HR sector</li> <li>• Contribute to the overall ethos/work/aims of the Trust and member academies</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>

	<ul style="list-style-type: none"> <li>Recognise own strengths and areas of expertise and use these to advise and support others</li> </ul>
Additional Information:	<p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time.</p> <p>Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.</p>
Responsibilities for Resources:	<p>Employees (Supervision): Supervise staff as appropriate</p> <p>Financial: Routine payroll administration Support to HR Manager, HR/Payroll Officer, HR Administrator, COO, Finance Department and Payroll team</p> <p>Physical: Effective use of materials and resources as determined by the COO or nominated manager</p>
Customers and Clients:	<p>Providing general information, advice and guidance on established internal academy/trust procedures</p> <p>Providing advice and guidance on contractual matters to employees, Headteachers, Finance team and external payroll provider</p> <p>Deal with general stakeholder matters, which may involve dealing with challenging stakeholders.</p>
Working Conditions:	Office based but will involve travel across the Trust.
Characteristics of the post:	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> <li>Evidence of entitlement to work in the U.K.</li> <li>Evidence of essential qualifications – see page 1 of the job specification</li> <li>Two satisfactory references</li> <li>Confirmation of medical fitness for employment</li> <li>Registration with appropriate bodies (where applicable)</li> </ul> <p>The following employment checks are required for those positions which are based in a Trust/school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. online DBS check at the relevant level</p>