

JOB DESCRIPTION

Title of Post:	Director of Human Resources
Contract Type:	Permanent
Location:	Birmingham
Reporting to:	Chief Executive Officer
Responsible for:	Staff within the Multi Academy Trust

MAIN PURPOSE OF JOB

General

The post of Director of Human Resources is primarily concerned with providing strategic advice, guidance and leadership across the Multi Academy Trust (MAT) on all aspects of the key risk areas of Human Resources. The Director will be expected to lead the strategic development across the range of Human Resource areas and be required to ensure that HR policies and procedures are legally compliant.

Other key activities include the leadership and management of a specific support service encompassing:-

- Providing dynamic and effective leadership and day-to-day management of the department and operational activities including the effective, efficient and economic deployment of physical, financial and human resources;
- The implementation and maintenance of quality assurance protocols and standards in relation to HR;
- Leadership in the development and implementation of the MAT's HR Strategy as a key enabler of the Trust's strategic plan;
- Playing an active role in supporting the effective management of change across the MAT, advising on strategies to achieve high levels of commitment to achieving agreed outcomes.
- The lead role in the development and integration of HR policies and procedures;
- The development of Human Resource systems and practices and the provision of a range of personnel services and advice for members of the Trust Board, Executive Leadership and employees of the MAT;
- Overseeing the implementation of recruitment and remuneration practices;
- Providing leadership and guidance on issues relating to the equality and diversity agenda and champion the MAT's commitment to equality and diversity
- Undertaking appropriate risk assessment at departmental, functional and corporate level;
- Taking a lead role in the preparation of documentation for formal disciplinary and grievance matters;
- Advising on the handling of serious employee relations matters and sensitive personnel cases, deploying high level professional skills to achieve successful outcomes;
- Overseeing the future development of the integrated HR / Payroll system;
- Overseeing the collation of HR data for statutory returns.
- Ensure that HR key performance indicators are met and also support the MAT's key performance indicators

Post Holder Requirements

The post holder will have an in-depth understanding of his/her specific professional areas including current operational knowledge of employment law legislation specific to Education. As a Director they will be charged with the overall strategic responsibility for the HR service area and will be required to liaise effectively with colleagues on the Executive Leadership Team, Headteachers of Academies, other key MAT staff, and to contribute to the development and implementation of the MAT's corporate strategic plan. Involvement in specific corporate or operational strategies or functions could also be an important aspect of the role.

The post holder will need to be someone who can operate effectively and efficiently in a continually developing and changing workplace context and be capable of motivating others to embrace change. Experience of managing in a multi-site context would be extremely beneficial as well as being able to recognise and demonstrate the added value that an HR function can provide to meet the business needs of the MAT. Experience of working with a multi union context would be useful.

The Director of Human Resources will be expected to contribute more generally in areas outside his/her direct functional remit and provide support for other members of the Executive Leadership Team when required. They may be called upon to offer strategic support to the MAT in other operational contexts.

SPECIFIC DUTIES

Strategic Responsibilities

- Set strategic priorities for the Directorate over short, medium, and long term and contribute to institutional strategic planning and processes.
- Provide strategic advice and guidance to the MAT's Trust Board on the key risk areas linked to Human Resources issues.
- Engage in the long-term strategic planning process to ensure viability and sustainability of the Trust
- Ensure acquaintance with and operate within corporate compliance requirements in terms of finance and human resources.
- Collaborate with colleagues at all levels within the MAT to ensure robust strategic development

Other Specific Duties

1 Communication (oral, written and electronic)

- Communicate effectively and professionally in both formal and informal situations in accordance with corporate standards, recognising that communication should be effective at various levels.
- Ensure that communication routes are clearly defined, effective, efficient and active and in accord with the MAT regulations always promoting, by example, the MAT's Dignity at Work policy and ensuring adherence, as appropriate to the MAT's language policies.
- Ensure that communication routes within the HR department are clearly defined, effective, efficient and active and in accord with MAT regulations.
- Effectively communicate guidance and advisory material, on various HR matters, to management, departments and staff at the MAT.
- Communicate effectively with own line manager in the provision of regular informal and formal update.
- Represent the MAT, as requested by the CEO or Executive Leadership Team on external bodies, contributing to consultation forums on national policy development, giving, receiving and implementing advice.
- Take a pro-active role in the development of corporate communication channels.

2 Service Delivery

- Take overall responsibility for the service delivery of the HR Department .
- Work closely and in partnership with colleagues to provide an integrated provision of service delivery in line with the MAT mission and vision.
- Develop, quantify, evaluate and monitor an appropriate set of performance indicators for the HR Department.
- Set the overall standard for the HR service, monitoring service levels, whilst maintaining overall quality standards and balancing conflicting demands.
- Positively assist in initiating and managing change within the organisation including areas of radical development.
- Maintain an awareness of changing external requirements and ensure that the HR unit / MAT actively responds to changes in context.
- Constantly engage in a process of reviewing, modifying and monitoring the operation of the HR unit in order to improve the quality of service, respond to the changing needs of stakeholders and ensure efficiency, effectiveness and value for money.
- Take responsibility to ensure that staff in the HR unit have the support they need to provide quality service and to fulfil their roles.
- Direct the work of the HR unit to ensure delivery of its strategic and operational objectives.
- Provide advice, guidance and leadership to staff on issues relating to Human Resources.
- Identify and advise management of situations where external legal advice is necessary on personnel matters, particularly in relation to Employment Law or Employment Tribunals.
- Provide a formal and informal employee relations service, including administration and organisation of Trades Unions liaison meetings and Trade Union consultations.

3 Liaison and Networking

- Initiate, develop or lead internal or external networks in order to influence events, decisions and collaborative partnerships.
- Participate positively in committees accepting chairing responsibilities as required.
- Network on behalf of the MAT with external partners that are related to the operational activities linked with Human Resources developing appropriate links in order to foster collaboration.
- Liaise, consult and negotiate with local and regional trades unions and employees on matters including major employment relations issues through to individual or collective grievances.
- Represent the MAT's interests and perspective within external networks relating to Human Resources Management.

4 Managing People

- Take overall responsibility for the management and development of staff within the HR unit including staff reliability, absence, flexibility and punctuality.
- Take responsibility for analysing workloads within the Trust ensuring a fair and equitable distribution of workload.
- Organise a mentorship scheme within the HR unit and provide support for such development across the MAT.
- Develop and implement effective mechanisms for managing and resolving issues of conflict within the Trust.
- Plan and organise the appraisals of staff as required, identifying staff development needs
- Continually update people management skills in order to comply with employment legislation and to comply with human rights, equality and diversity and data protection legislation.
- Provide advice, guidance and leadership to line managers on people management issues.

5 Planning and Organising and Managing Resources

- Take overall responsibility and accountability for the operational planning and organisation, management and day to day running of the HR function including:-
 - managing the effective, efficient and economic use of physical, financial and human resources
 - setting operational standards and monitoring progress against agreed criteria
 - effective planning and prioritisation of own time and resources and structuring work programmes to meet appropriate Central Team and Trust deadlines.
- Ensure timely and relevant management information is available to support forward institutional planning
- Plan and manage risk in relation to Human Resources management within the MAT
- Incorporate Health and Safety at work considerations into the planning and organisation of resources.
- Support Executive Leaders and other managers in identifying and acting upon opportunities for improving effectiveness and efficiency
- Support the development and maintenance of staff records system
- Oversea :_
 - All processes relating to employment contracts of employment, post and job evaluations and other recruitment procedures;
 - The information and interface between personnel and payroll, ensuring appropriate authorisation for changes in data which affects pay;
 - All processes relating to absence management, grievance and disciplinary procedures
 - All data relevant to human resources
 - The MAT's Human Resources Management Information System
 - Collate information and prepare documentation to aid the Pay Committee
 - Prepare documentation for formal disciplinary and grievance hearings
- Plan own personal and professional development.

6 Teamwork and Motivation

- Recognise the importance of leading by example, demonstrating effectiveness by working productively, creatively and collaboratively within various MAT teams, acting as a responsible team member and meeting agreed deadlines.
- Contribute effectively to the work of colleagues, collaborating to identify and respond to the needs of all stakeholders and providing leadership as necessary.
- Prioritise workload and deliver an effective service within agreed time frames.
- Engage with own staff in a manner that stimulates motivation and encourages commitment.
- Assist the MAT in developing the spirit of team working, employing techniques which encourage and motivate others.

7 Team Development

- Encourage the development of productive and collaborative working relationships with other members of staff and teams.
- Develop the team through the various stages of team effectiveness, identifying current capabilities and future requirements.
- Deliver induction programmes within the Trust as necessary and engage in the delivery of induction programmes as required.

8 Initiative, problem solving and decision making

- Take independent decisions at directorate level within a defined framework.
- Use initiative to propose solutions to strategic and operational problems and identify opportunities for collaborative activity.
- Make judgements across a wide range of highly complex physical asset issues, requiring analysis, interpretation, comparison of a range of options, taking into account legislation, health & safety and conflicting demands.
- Contribute to collaborative decision making across the MAT, providing advice or input in order to contribute to the decision making of others, identifying and developing thematic or cross-MAT initiatives where possible.
- Apply creativity to devise varied solutions to problems referring issues to specialist managers as appropriate.
- Demonstrate initiative in recommending, contributing to or proposing strategic or operational changes and improvements at functional or corporate level.
- Recognise that it is a standard element of the role and responsibility of all staff of the MAT that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- Ensure that a robust understanding and approach to risk management underpins all relevant strategic and operational activities
- Contribute to the development, implementation and delivery of the MAT's operational service and resource plans within specific elements of directorate.

9 Pastoral Care and Welfare

- Show sensitivity to staff, colleagues or other MAT personnel who may need help or in extreme cases, are showing signs of obvious distress and to initiate appropriate action by involving relevant people.
- Be aware of, and respectful to, the range of support networks for staff
- Take responsibility as a line manager for pastoral issues within the Central Team

10 Sensory and Physical Demands

- Prioritise and balance various workload demands for self and direct reports.
- Provide support for colleagues who may be challenged socially, emotionally or physically.

11 Work Environment

- Understand how the work environment could impact on own work or that of colleagues.
- Take standard actions within health and safety guidelines and where applicable adapt to the environment.
- Ensure compliance with the MAT's health and safety regulations and aim to promote safe working practices.
- Demonstrate flexibility in the workplace to meet the requirements of specific deadlines and work schedules.
- Ensure that own work area and that of the Central Offices is kept neat and tidy in order to comply with personal health and safety requirements.

12 Learning and Teaching

- Engage in knowledge sharing within the Central Team and wider MAT.
- Deliver training and development in respect of HR processes and employment law matters

13 Analysis and Research

- Undertake the analysis or research necessary for the completion of management reports or to formulate proposals.
- Undertake specific analysis in relation to education employment law or case law matters.
- Undertake appropriate analysis or research in order to function at professional level and within specific directorate.

14 Knowledge and Experience

- Develop professional expertise to maintain the currency of own knowledge and disseminate and apply the result of such activity.
- Be committed to continuing professional development and evaluation of practice, including involvement in scholarly activity and maintaining membership of the relevant professional body.
- Undertake relevant MAT staff development and encourage team members to participate at their appropriate level.
- Maintain an in-depth understanding of own education specialism to enable the development of new knowledge and understanding.
- Demonstrate continuous specialist educational development, acquiring and refining skills and expertise in new or related areas through undertaking and encouraging internal or external development activity
- Apply a breadth or depth of experience showing full working knowledge and proficiency of own area of expertise, acting as a point of reference to others.

In respect of Employment Law and other relevant legislative aspects of the post ensure that your knowledge and understanding are constantly updated and communicated across the MAT.

GENERAL DUTIES

1. Undertake personal Health and Safety responsibilities in accordance with the H.A.S.A.W.A 1974 ensuring that safe systems of work are complied with.
2. Be aware of and take action to report any potential workplace/personal hazards to Health & Safety.
3. Where specific Health and Safety guidelines relate to your post ensure that all duties are carried appropriately.
4. Operate within the terms of MAT policies and procedures ensuring that all work, and work-related activities are operated in accordance with Equal Opportunities, Dignity at work principles, Data Protection Legislation and UK Border Agency regulations.
5. Demonstrate knowledge and understanding and positively promote equality of opportunity.
6. Be adaptable to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development.
7. Take appropriate care to ensure that MAT equipment, facilities and infrastructure are not defaced or damaged.
8. Support and promote the MAT's sustainability commitment and carry out duties in an ethical and responsible manner.

NB This job description currently applies but could be subject to variance. Duties may be allocated from time to time which are appropriate to the grade and post, and which are not of a substantial ongoing nature to affect the grading of the post.