




## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:**  HR Partner

**REPORTS TO:** Senior HR Partner

**SALARY:** To be negotiated

**HOURS:** The hours are flexible to meet the demands of our service delivery. Although predominately worked during school term time, there may be a requirement to carry out some work during school holiday periods – this is a maximum of 3 weeks work per academic year. Although we work flexibly, to meet the needs of our clients, we do not expect staff to take time off during term time.

**Location:** Avec are based in Newton Aycliffe although work across the North of England. We support all of our team with the ability to work from their home, when appropriate, although a hot desk facility is available, which is based in Newton Aycliffe. This will be discussed with you upon appointment.

### **PURPOSE OF POST:**

- To provide high quality HR advisory services to our schools and academies.
- To ensure that the HR function proactively supports the best interests of all the schools and academies we work with to achieve their objectives.
- To actively promote the business, generating new clients and retaining existing clients across the North of England.

### **KEY OUTCOMES**

The post holder will be expected to achieve the following outcomes.

- Providing specialist hands on support and advice to CEO's, Head Teachers, COO's, School/Academy Business Managers, Senior Managers, Directors/ Governors in relation to a wide range of HR issues.
- Delivering quality high level support, advice and guidance to clients on all aspects of HR casework; including sickness absence management, discipline, grievance and other employee relations issues in accordance with policies and procedures.
- Advising and supporting clients' with whole school/academy, department or function specific restructures, including consultation and negotiation with Trade Unions and

guidance on redundancy, redeployment and early retirement cases in accordance with policy and employment legislation.

- Providing a bespoke recruitment service for senior appointments including coordination of recruitment campaigns, participation in shortlisting advice on appropriate selection methods and attendance at appointment panels where required.
- Providing advice to schools/academies in respect of national conditions of service, local agreements, employment law including TUPE legislation.
- Providing advice and guidance on pay and reward structures and procedures to Senior Leaders, Governors and Directors in accordance with the organisation's pay policy and legislative requirements e.g. equal opportunities
- Supporting schools to ensure they have appropriate and effective HR systems in place in accordance with agreed policies.
- Supporting school and academies in ensuring accurate employee records are maintained.
- Prepare and present reports for Senior Leaders/Managers, Governors and Directors on a range of needs including sickness, data management, academy conversion and casework etc.
- Keep abreast of HR developments across the Educational Sector, notably in relation to the Academies Sector.
- To ensure that Head Teachers and Governors receive effective and appropriate advice and support on all practical aspects of HR.
- To be able to assist in the Academy Conversion Process as part of a project management team, providing relevant support with HR issues.
- To build up effective, collaborative, dynamic relationships with all of our schools and academies.
- To actively seek out feedback in order to maintain positive relationships and professional credibility.
- To be responsible for leading your own work, with support and supervision, proactively dealing with your workload in a creative and flexible working environment.
- To work collaboratively with the Finance, H&S and Governance arms of the team, to offer schools a seamless service.

## **OTHER DUTIES**

- To develop an understanding of varying policies and procedures within the schools and academies, complying with their contents and raising concerns.

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Given the dynamic nature of the role and structure of Avec, it must be accepted that, as the Company's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

***The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time.***

Avec is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



## PERSON SPECIFICATION

	Criteria	Essential / Desirable	Key
<b>Education and Qualifications</b>	CIPD qualified	E	AF
	Evidence of continuous professional development	D	AF/C
	5 GCSE's including English and Maths Grade C+ or equivalent	E	AF
<b>Work Experience</b>	Minimum of 3 years experience as a HR generalist	E	AF/I
	Experience of working in the education and/or local government sector	D	AF/I
	Experience of dealing with a wide range of people in a diplomatic and professional manner	E	AF/I
	Experience of dealing with senior and sometimes challenging individuals	E	AF/I

	Knowledge and experience of Safer recruitment legislation	E	AF/I
	Demonstrable experience in managing TUPE, redundancy and other relevant HR projects	E	AF/I
	Strong understanding of employment law	E	AF/I
<b>Knowledge and Skills</b>	Up to date knowledge of the education sector	D	AF/I
	An understanding of the key issues facing schools and academies	D	AF/I
	Effective written and verbal communication and presentation skills.	E	AF/I
	Effective IT skills, using technology to enhance the service provided to our customers.	E	AF/I
	Working knowledge of Excel and Word	E	AF
	Ability to produce accurate records and reports as required	E	AF/I
	Ability to show sensitivity and objectivity in dealing with confidential issues	E	AF/I
	Personal effectiveness – excellent organisational skills, ability to prioritise and manage workload proactively	E	AF
	Ability to seek out, manage and influence opportunities for continuous improvement and change	E	AF/I

	Ability to ensure that the highest standards of quality and customer care are achieved	E	AF
	Ability to gather and produce statistical information in a professional manner	E	I
<b>Other Requirements</b>	Ability to work flexibly during school term times, attending meetings and events outside of normal working hours.	E	AF/I
	A commitment to working as part of the Avec team and supporting the vision and aims of the company	E	AF
	Flexibility to work a small amount of weekend working.	E	AF
	Ability to travel independently.	E	AF
	Suitability to work within the education environment	E	D

**Key:**

**AF** – Application Form      **C** – Certificates      **I** – Interview      **D** – Disclosure and Barring Check