



## **JOB DESCRIPTION**

**POST:** Head of Human Resources

**RESPONSIBLE TO:** Chief Operating Officer

**SCALE:** Spot Salary £49,000

### **Core purpose of this role is to:**

- To support the Chief Operating Officer and leadership team in the effective delivery of NCDAT's business plan, leading on all people development and driving key projects and priorities.
- To support, advise and coach managers across the organisation to help develop our people to excel in their roles and perform to the best of their abilities.
- To act as a source of trusted professional advice to senior leaders and managers on all HR matters.
- To be responsible for the effective delivery of a comprehensive HR service, including the continuous improvement of HR operations through service re-design and new technology.
- To ensure that all aspects of the HR service meet best practice standards and are legally compliant.

### **MAIN DUTIES OF THE JOBHOLDER**

#### **Leadership and Management**

- Develop and implement an annual HR plan in line with improvement plans.
- Ensure HR plans support the needs of the business but are also flexible enough to cope with changes in the organisation, as and when they occur.
- Lead, motivate and manage the HR team to optimise their performance.
- Oversee HR budgets, controls and risk management in line with the requirements of the business.
- Maintain a culture of professional responsibility in HR within a collaborative and mutually supportive team environment.
- Promote, implement and personally comply with the Trusts Equality and Diversity Policy.

#### **Professional Activities**

- Take ownership of the HR service and ensure the service meets its performance targets, delivering high quality, compliant and timely outputs and outcomes in respect of:
  - Safer recruitment and selection inclusive of single central record

- employment legislation
  - employee relations
  - performance management/appraisal
  - equality and diversity
  - reward and recognition
  - training and development
  - wellbeing
  - terms and conditions of service
- Maintain knowledge of developments in Human Resources, including L&D and reward strategies, legislative changes and case law and ensure best practice advice with regard to all aspects of the service.
  - Maintain and analyse high quality management information and to present HR trends, HR Key Performance Indicators and workforce information to governors, leaders and managers to inform business decisions and influence change.
  - Take the lead role to our approach to performance management and appraisal to help meet business objectives in conjunction with Trust Leaders.
  - Manage an effective recruitment service including advertisement, selection, induction and retention. Promote our “Total Reward” offer to applicants.
  - Deal with any performance or grievance issues in a legally compliant way
  - Develop and update of Academies HR Policies and Procedures, for consideration of NCDAT, which are reflective of best practice and compliant with prevailing legislation.
  - Manage and develop the Trust’s Job Evaluation system to ensure accurate provision of staffing information and grades appropriately evaluated.
  - Provide advice, guidance and support to managers on all HR issues.
  - Manage employee relations through effective employee communication and consultation
  - Lead the HR Information System development, seeking improvements in efficient and automated HR processes/workflows.
  - Oversee the Trust pay structure and conditions of service and reward and recognition schemes.
  - Promote and operate a collaborative approach to the delivery of the Academies Corporate Services Function. If required provide HR advice to local partner educational establishments on a Service Level Agreement basis.
  - Take the lead role on the delivery of contracts which support the HR service, including legal support, employee welfare, recruitment contracts and occupational health.
  - Lead the completion of statutory HR returns on behalf of the Trust including, School Workforce Census, Equality Returns and Gender Pay Gap.
  - Develop and implement an effective mechanism for workforce planning to ensure that the Academies recruitment and retention needs are addressed proactively. Ensuring that recruitment is processed in an efficient and timely manner supporting the needs of the Academies.
  - To participate in the Directorate planning process, providing leadership and effective operational management in areas relevant to the key focus of the role.
  - Undertake any other duties commensurate with the grade and status of the post including representing and acting on behalf of Chief Operating Officer as directed.

## **Working Relationships & Contacts**

- Chief Operating Officer and other members of the Executive Team
- Academy Trust Board, Local Governing Bodies, Corporate Services Group and other groups/boards/bodies as appropriate
- Members of the Leadership Team
- Trade Union representatives
- All staff

## **External Relationship and Contacts Includes**

- Providers of information on all HR functions
- Job Evaluation Consultants
- Recruitment Consultants
- Regional networks
- Occupational Health provider
- Governmental Bodies (DfE)
- Legal Advisors

## **Dimensions**

- Line management of three colleagues
- Responsibility for HR budget

## **Variation in the Role**

Given the dynamic nature of the role and structure of it must be accepted that, as the Academies' 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.

## **Equality and Diversity**

The Academies is committed to equality and diversity for all members of society. The Academies will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham Academies Trust embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. Failure to embrace these commitments may lead to formal action.

## **Commitment to Safeguarding Vulnerable Groups**

New College Durham Academies Trust is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

## Person specification

|                                 | Essential  | Desirable   |
|---------------------------------|--|---|
| <b>Qualifications</b>           | Membership of CIPD and appropriate CIPD Level qualifications   |   |
| <b>Knowledge and experience</b> | <p>Substantial experience in a similar or relevant HR managerial role</p> <p>Experience of operational HR management including recruitment, retention, absence, performance and employee relations</p> <p>Excellent knowledge of employment law and best practice in relation to HR management, strategy, policies and procedures</p> <p>Experience of working closely with senior managers and dealing with sensitive and confidential areas of work</p> <p>Extensive HR management experience of working with secondary schools or associated academies.</p> <p>Experience of identifying learning and development needs and providing solutions</p> | <p>Participation in regional networks.</p> <p>Experience of job evaluation practices</p> <p>Working knowledge of School Teachers Terms and Conditions of employment and conditions of service</p> |
| <b>Skills and abilities</b>     | <p>Approachable and confident communicator with the ability to relate to a wide range of people</p> <p>Ability to deliver presentations and staff training</p> <p>Ability to develop and maintain confidential and professional relationships with the Principals, Governors and Leadership team.</p> <p>Proven negotiation skills, with the ability to compromise and exercise resilience</p>   |   |

|                           |   |  |
|---------------------------|---|--|
|                           | <p>Good judgement and discretion when dealing with complex and/or confidential issues</p> <p>Excellent planning skills with the ability to meet targets, identify organisational priorities, delegate duties appropriately and balance competing demands</p> <p>Excellent writing and analytical skills in order to write policies and procedures, reports and analyse statistics</p> <p>Can quickly establish credibility and respect and build strong working relationships with department managers.</p> <p>Demonstrable professionalism and gravitas.</p> <p>Ability to use standard office software</p> <p>Financially literate with good numeracy skills</p> <p>Suitable to work with young people and vulnerable adults.</p> |  |
| <b>Personal Qualities</b> | <p>Positive attitude, with the ability to manage staff, motivate others and achieve successful outcomes</p> <p>Pragmatic and solutions-focused, with the ability to analyse situations and tackle problems successfully</p> <p>Commitment to equal opportunities and diversity</p>  |  |