



## **JOB DESCRIPTION**

<b>Job Title:</b>	HR Manager
<b>Responsible to:</b>	Finance Director
<b>Grade:</b>	SCP 36-41 (£39,880 - £44,863)
<b>Responsible for:</b>	HR Officer and HR Administrator
<b>Hours &amp; Conditions of Service:</b>	37 hours per week (52 weeks), note annual leave must be taken outside of term time, with the exception of a maximum of 5 days which are to be agreed.

### **Main Purpose of the Job:**

The HR Manager is responsible for providing and managing a comprehensive, centralised HR operations service to the Trust and its Academies.

The main place of work will be at WISE Academies Head Office, however the post holder must be able to travel to all of the Trust's Academies and be prepared to work flexibly according to the needs of the business.

### **Main Duties and Responsibilities**

- Drive alignment between HR strategy and business goals, and support the HR Team in the delivery of the strategy across the Trust.
- Maintain an up to date knowledge of Employment Law and good practice in relation to people.
- Manage complex employee relations casework including dispute resolutions, disciplinaries, grievances, absence, change management, restructures and redundancy.
- Support the efficient and effective recruitment of staff across the Trust, ensuring Safer Recruitment processes are adhered to at all times.
- Develop HR policies and processes which are efficient and effective and ensure legislative compliance at all times.
- Ensure the HR Team can provide first line advice on current and existing terms and conditions and benefits for employees and managers, providing information about best practice where appropriate.
- Ensure best value from all the relevant HR service level agreements including payroll and pensions, legal services and recruitment advertising platforms.
- Provide advice on recruitment and selection strategies and manage talent and succession planning.
- Ensure the HR System is used efficiently and effectively across the Trust.
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- Ensure that the HR Metrics are reviewed regularly and reported to a wide range of committees, including the Executive Team and Trustees.

- Provide advice and guidance on TUPE to the Executive Team and Trustees where appropriate, including taking the lead on the staffing side of TUPE Transfers where appropriate.
- Be the lead HR person at various Trustee committees reporting on the duties, workload, performance and functions of the of the HR Team via data based KPIs.

#### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

#### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and the relevant version of the government guidance on Keeping Children Safe in Education where required.

#### **Other:**

- Direct line management responsibility as directed by the Finance Director.
- Undertake such duties at the discretion of the Finance Director and the Board that are commensurate with the grading of the post as may reasonably be required by the changing needs of the Trust.
- Take responsibility for own continuing professional development.

#### **General:**

- Demonstrate the vision and values of the Trust in everyday work and practice.
- Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
- Have a high profile across the Trust and develop effective relationships where appropriate.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

NOTE: This job description is not exhaustive and will be reviewed annually and may be subject to amendment or modification at any time.