

## JOB DESCRIPTION

<b>Job title:</b>	Deputy Director of Human Resources – HR Services
<b>Employer:</b>	Gosforth Federated Academies Limited
<b>Grade:</b>	N11
<b>Hours:</b>	Full time, 37 hours per week
<b>Responsible to:</b>	MAT Director of Human Resources
<b>Responsible for:</b>	Relevant Human Resources staff as directed

### **Main purpose of the job**

The Deputy Director of Human Resources – HR Services is responsible for managing the development and delivery of a proactive, customer focussed, HR support, advice and administration service, and for ensuring consistency in approach, in relation to all operational HR matters across the Trust.

The post is also responsible for making sure that the Trust attracts, engages and retains a high calibre, flexible workforce through the development of creative recruitment and resourcing solutions, ensuring effective on-boarding, and supporting the implementation and embedding of proactive employee engagement and other organisational and workforce development initiatives.

The post will require regular liaison with a range of key stakeholders, including Trustees, the Executive Team, Principals, Senior Leadership Teams, the local Authority, Legal Advisers and Trade Unions.

### **Main duties and key responsibilities**

The following is typical of the duties and responsibilities of the post holder. It is not exhaustive and other duties and responsibilities appropriate to the post may be required by the Trust.

#### **1 General**

- Develop, manage and support a team of staff responsible for the proactive delivery of HR services.
- Ensure the proactive management of employee relations cases and issues across the Trust ensuring compliance with applicable internal policies and procedures and relevant employment law, regulations, statutory guidance, national agreements and best practice.
- Input into policy and procedure development as necessary.
- Work with the Deputy Director of Human Resources – Organisational Development, Projects and Policy to develop:
  - a standard format for all HR policies and procedures
  - strategies to ensure new and revised HR policies, procedures and initiatives are embedded within the Trust.

- Manage and provide HR support to the delivery of change processes.

## **2 Recruitment and resourcing**

- Lead and oversee the recruitment process across the Trust ensuring all recruitment and resourcing policy, procedure, practice, training, advice and documentation complies with the most up to date safer recruitment statutory guidance and best practice and relevant employment law.
- Develop practices to ensure the Trust is proactive and creative in its approach to attracting and recruiting the best talent.
- Lead on strategies to build the employer brand within the region and ensure that the Trust is an employer of choice.
- Develop a corporate approach to the documentation used in the recruitment process including job adverts, job descriptions, person specifications and shortlisting and interview records.
- Ensure appropriate advice, guidance and support is provided to recruiting managers.
- Ensure employees and other individuals involved in the recruitment process receive the appropriate training (including safer recruitment training).
- Ensure appropriate pre-employment checks are carried out and recorded on the relevant single central record in line with current law, statutory guidance and best practice.
- Ensure relevant risk assessments are carried out where necessary.
- Carry out audits of recruitment files and single central records, addressing any non-compliance and providing clear feedback with specific actions and follow up.
- Manage the relationship with external agencies and providers to ensure service delivery standards and contractual obligations are met and that the Trust achieves best value for money.
- Work with senior managers to develop proactive recruitment and resourcing plans.
- Lead and advise on the implementation of strategies to ensure the best and most efficient use of resource across the Trust.

## **3 Contracts of employment**

- Regularly review and update all employment contractual documentation for teaching and support staff to ensure it is up to date, compliant with current employment law and, where appropriate, national agreements and conditions of service.
- Ensure all employment contractual documentation is prepared accurately, reflects the Trust's requirements, and is issued on time.
- Advise managers and senior colleagues on the terms and conditions of employment for teaching and support staff.

## **4 Induction and on boarding**

- Support the development, implementation and continuous improvement of a corporate induction programme for staff, including ensuring induction sessions are planned, initial training is in place and individuals are provided with an induction programme before they start, to maximise engagement and ensure effective on boarding.
- Work with managers to ensure appropriate local induction is in place and relevant initial training completed.

## **5 Learning and development**

- Ensure all mandatory training is completed and refresher training delivered on time e.g. safeguarding training.
- Ensure all training requests are processed and actioned in a timely manner in conjunction with the relevant budget holder.
- Ensure training agreements are in place, where relevant.
- Ensure skills, knowledge and training records are maintained and updated.
- Design and deliver training packages and provide mentoring for line managers and staff in relation to HR issues, policies, procedures and processes.

## **6 Appraisal and pay progression**

- Support, and where appropriate lead, the development, implementation and embedding of any new or revised appraisal and pay policies, procedures and processes.
- Ensure managers are supported in the planning of individual reviews, objective setting and development plans.
- Where appraisal is linked to pay progression oversee the administration of the pay progression documentation and decision making process ensuring relevant deadlines are adhered to.

## **7 Discipline, dispute resolution, grievance, attendance and performance management/capability**

- Ensure managers are fully supported in the management of discipline, dispute resolution, grievance, attendance and performance management/capability cases.
- Provide advice on the proactive management of, and where necessary directly proactively manage complex, discipline, dispute resolution, grievance, attendance and performance management cases and issues.
- Provide HR support by attending discipline, dispute resolution, grievance, attendance and performance management/capability meetings as appropriate.
- Liaise with occupational health as and when required.
- Ensure correct policies and procedures are followed in a consistent manner and where necessary reasonable adjustments are made.
- Actively review case management ensuring best practice and lessons learned are identified and shared.

## **8 Data capture and analysis**

- Work with the Deputy Director of Human Resources – Organisational Development, Projects and Policy to develop and maintain a robust system of data capture for key HR data.
- Work with the MAT Director of Human Resources to develop and monitor key performance indicators for HR.
- Analyse internal and external data to identify the Trust's strengths, areas for improvement, opportunities and challenges to inform strategic decision making, enable areas of best practice to be identified and shared and areas for improvement targeted.
- Work with the Deputy Director of Human Resources – OD, Projects and Policy to provide strategies to address areas where the need for improvement/development has been identified.
- Provide relevant data reports as required.

## **9 Compliance**

- Oversee the single central record in all schools ensuring consistency and compliance with up to date relevant statutory guidance and current best practice.

- Ensure all external HR mandatory reporting requirements and returns are adhered to including the workforce census and Gender Pay Reporting.
- Ensure relevant systems of data capture are updated accurately and consistently as required.
- Ensure all HR projects, initiatives, policies and procedures are appropriately equality impact assessed.
- Ensure compliance with current employment, and employment related, law, regulations, statutory guidance and best practice.
- Ensure, where relevant, the correct internal policy, procedure and guidance is followed.
- Comply with the Trust's policies and procedures, including, but not limited to, those concerning safeguarding and child protection, data protection, health and safety and equality.
- Ensure appropriate and effective consultation with Trade Unions in relation to HR projects, processes, initiatives and policy and procedure development.

#### **10 Additional duties and responsibilities**

- Develop a strong working relationship with Trade Unions and other key stakeholders to facilitate effective communication, and where appropriate, consultation and negotiation.
- Provide support and cover for the Deputy Director of Human Resources – Organisational Development, Projects and Policy.
- Attend internal meetings on behalf of HR.
- Attend external meetings on behalf of the Trust.
- Keep up to date with developments in employment and employment related law, regulations, statutory guidance and best practice, including that relating specifically to schools and education, advising the Director of Human Resources of any developments and, where appropriate, action required.
- Keep up to date with relevant national agreements and conditions of service, advising the Director of Human Resources of any developments and, where appropriate, action required.
- Undertake nominated projects, including policy development, as directed.
- Promote the Trust's ethos and values to 'Create your future' and encourage high expectations and standards in HR.
- Promote and implement the Trust's equal opportunities policies.
- **Safeguard and promote the welfare of all children and young people.**

The post holder may be required by the Trust to undertake any other reasonable duties and responsibilities.