

## JOB DESCRIPTION

<b>Job title:</b>	Deputy Director of Human Resources - Organisational Development, Projects and Policy
<b>Employer:</b>	Gosforth Federated Academies Limited
<b>Grade:</b>	N11
<b>Hours:</b>	Full time, 37 hours per week
<b>Responsible to:</b>	Director of Human Resources
<b>Responsible for:</b>	Relevant Human Resources staff where appropriate and as directed

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

The Deputy Director of Human Resources – Organisational Development, Projects and Policy is responsible for ensuring effective organisational development through the targeted planning, implementation and embedding of HR projects, policies and procedures and workforce learning and development initiatives, aligned to the core purpose and strategic direction of the Trust, to support and enable a culture of continuous improvement and high performance.

This post will also take the lead on championing workforce Equality, Diversity and Inclusion across the Trust.

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 Projects**

- Manage and act as the HR lead on the delivery and successful implementation of a diverse range of targeted projects, processes, initiatives and strategies to bring about organisational change, in line with the strategic direction of the Trust, including, but not limited to:
  - corporate induction and on boarding
  - appraisal, performance management and employee development
  - staff/workforce survey
  - employee engagement initiatives – including employee benefits, reward and recognition
  - employee wellbeing
  - HR systems and processes

- restructure/reorganisation
- TUPE
- redundancy
- Advise, support and mentor senior managers to enable them to implement change effectively ensuring appropriate staff engagement, change management and organisational development techniques are used.

## **2 Policy and procedure**

- Develop a suite of Trust HR policies and procedures ensuring they are robust, transparent, in line with best practice and comply with all relevant law, regulations, statutory guidance and national agreements whilst being aligned to the core values and strategic direction of the Trust.
- Undertake regular review and evaluation of HR policies and procedures to ensure they are embedded within the Trust, continue to be fit for purpose and, where appropriate, have brought about and/or supported positive change.
- Work with the Deputy Director of Human Resources - HR Services 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.

## **3 Learning and development**

- Develop a workforce learning and development strategy.
- Develop and ensure the maintenance of a skills, knowledge and training database to identify current and future gaps and recommend proactive interventions.
- Develop coaching and mentoring and 'secondment' schemes to support staff development.
- Design and deliver training packages and provide mentoring for managers and staff in relation to HR issues, policies, procedures and processes.

## **4 Talent management**

- Develop and implement a talent management strategy linked to recruitment and resourcing plans to help proactively address the future resourcing needs of the Trust.
- Ensure the appropriate and efficient use of money drawn down from the apprenticeship levy to introduce new talent and resource into the Trust and upskill individuals within the current workforce.

## **5 Equality, diversity and inclusion**

- Act as the Trust's Lead on workforce Equality, Diversity and Inclusion.
- Design and deliver initiatives to champion and ensure effective equality, diversity and inclusion across the Trust.
- Develop and implement an equality impact assessment framework to ensure projects, initiatives, policies and procedures are not inadvertently disadvantaging any protected group.

## **6 Data capture and analysis**

- Work with the Deputy Director of Human Resources - HR Services to develop and maintain a robust system of data capture for key HR data.
- 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 – HR Services to provide strategies to address areas where the need for improvement/development has been identified.
- Provide relevant data reports as required.

## **7 Compliance**

- 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.

## **8 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.
- Manage HR staff where appropriate and as directed.
- Provide support and cover for the Deputy Director of Human Resources - HR Services.
- 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 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.