

# JOB DESCRIPTION.

- Job Title:** Human Resources Trust Manager
- Salary:** £38,000 to £42,000
- Location:** The role is currently based in Hayes, Middlesex. Travel between the Trust's sites will be required.
- Working pattern:** Term Time + 4 weeks (43 Weeks)

## Purpose of Post:

1. To provide a professional HR service to Trustees, senior leaders, employees and governors across the Trust.
2. To work as part of a proactive, innovative and responsive leadership teams to provide pragmatic, creative and education focused HR solutions and recommendations across the Trust.
3. To build and develop relationships with staff at all levels across the Trust to provide support, guidance and challenge where appropriate on all HR related matters.
4. To ensure that the Trust meets all of its obligations with regards to employment law and related compliance

## Key Responsibilities

1. To be responsible for providing an efficient, effective and customer focussed HR service that supports all aspects of transactional HR including employee lifecycle including recruitment, on-boarding conditions of employment, training and development activities, ensuring compliance with employment
2. Engage in promoting and 'living' the values and ethos of the Trust, personally exhibiting the qualities that we would like to see in all of our leaders, innovation, proactivity, commitment, and positivity
3. Build effective working relationships with colleagues, employees, Heads of school, governors, trade unions and external parties.
4. To build effective relationships with managers at all levels across the Trust and develop a good understanding of their work so as to be able to offer solutions that are education focussed and put the student at the heart of all decisions
5. In collaboration with the Heads of School, ensure effective monitoring of sickness trends and remedial action in accordance with the Trust policy and to facilitate a proactive approach to absence management to ensure a smooth return to work
6. Support managers to drive performance across the Trust in order deliver the highest possible levels of teaching and learning
7. Recruitment and Retention – drive the process to acquire and retain the best talent for the Trust
8. In Liaison with the Trust's legal advisors:

- a. Take responsibility for the implementation of all HR policy, ensure
  - b. that all HR issues are dealt with within the relevant legislation and timescales;
  - c. Provide advice and guidance on a range of HR policies and HR-related issues to support understanding and ensure effective communication of good HR practice;
9. Support the development of strong communication and feedback channels with all staff and through a variety of mechanisms to support employee engagement;
  10. Ensure all data on manual and computerised records is accurate and up to date and provide accurate and timely reports as and when required;
  11. Actively seek and identify opportunities to enhance delivery of HR services to the Trust;
  12. Improve management skills across the Trust through coaching and mentoring and active participation in problem-solving and casework;
  13. Take a proactive role in the HR interventions required in relation to safeguarding;
  14. To be responsible for and lead on staffing restructures across the Trust, ensuring that the restructures are legally compliant and in line with Trust policy

### **Working Relationships and Contacts**

- To work as a business partner with the Trust Executives, including the Heads of School and Senior Leadership Team to drive performance across the Trust
- To ensure that the Trust's legal advisors are informed of all HR cases and to take instructions and follow up on all actions.
- To provide information and liaise with Trustees on matters of performance and reporting
- To coordinate all operational HR activities across the Trust, including line the management of the HR Administrators and HR Assistants

### **General Responsibilities**

- To ensure compliance with the Trust's Safeguarding Policies.
- To undertake any other duties, directed by your Line Manager, which are commensurate with the grade of the post to support the operational activities of the Trust.
- To ensure compliance with the Disability Equality Scheme.
- To work in accordance with the GDP Regulations



<p><b>Qualifications and Training</b></p> <p>Good standard of education</p> <p>Appropriate HR qualification i.e. CIPD accredited Level 5+ or degree level</p> <p>Member of HR professional body i.e. CIPD or equivalent</p>	<p>E</p> <p>E</p>	<p>D</p>	<p>App</p> <p>App</p> <p>App</p>
<p><b>Personal attributes</b></p> <p>Good interpersonal, presentation and communication skills, able to relate well to young people</p> <p>Responsible, calm, confident, professional and able to deal effectively with staff at all levels, providing challenge when appropriate</p> <p>Flexible, efficient, solution focussed and highly organised</p> <p>Sensitivity, diplomacy, integrity and awareness of confidentiality</p> <p>Resilient and self-motivated with a commitment to continued improvement and personal development</p> <p>Ability to work without supervision and a team player, promoting equality of opportunity, participation and diversity.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>		<p>Int/Ref</p> <p>App/Int</p> <p>App/Int</p> <p>Int/Ref</p> <p>Int</p> <p>App/Int/Ref</p>

**App** = Application      **Int** = Interview/Test      **Ref** = Reference