

# Trust HR Business Partner



## Purpose of Post

Working as part of the HR team providing proactive, creative and pragmatic, business focused HR solutions and support across the schools in the Trust. To build and develop relationships with Principals and leaders and staff at all levels to provide support and guidance on a range of HR matters and share best practice to ensure sound and consistent advice and guidance on a range of employment issues including employee relations cases and investigations including disciplinary, grievances, attendance, performance improvement and restructure.

## Main duties and responsibilities

- Build effective working relationships at all levels to be able to provide advice and guidance on a range of HR policies and HR related issues.
- Liaise with external legal advisory organisations and the occupational health provider, in order to manage ER and Absence cases effectively and to advise managers on OH recommendations.
- Ensure effective monitoring of absence trends and remedial action in accordance with the Trusts policy and to facilitate a proactive approach to absence management to ensure a smooth return to work.
- Liaise with trade union representatives as required to promote good employee relations and communications.
- Advising on and drafting investigation statements of case, preparing outcome letters, providing HR advice at hearing.
- Assist in the review of HR policies and procedures, including researching HR best practice and legal requirements.
- Work with the Payroll and Recruitment Manager to ensure that all legal requirements are fulfilled when advertising positions.
- Review health questionnaires for new starters, following up as necessary and ensuring new starters have risk assessments or reasonable adjustments in place
- Work with Business Services Partners and the Payroll and Recruitment Manager to ensure that safeguarding procedures are followed and that all new starters have satisfactory clearances in place before they commence employment, including advising managers on DBS requirements, applications and checking references.
- Undertake stress risk assessments with employees as required, liaising with line managers and Head of HR and Safeguarding
- Accurately update HR system and databases that relate to areas of responsibility, e.g. sickness and casework.
- Ensure all data on manual and computerised records is accurate and up to date and provide accurate and timely reports as and when required by the Head of HR and Safeguarding
- Support the Head of HR and Safeguarding with complex HR matters e.g. restructures, TUPE, redundancies.
- Undertake HR project work as required.
- Role model the end to end employment process ensuring best practice and legislation is adhered to e.g. interviews, induction to exit interviews.
- Support effective safeguarding of all children and young people across the Trust
- Attend meetings, as necessary
- Adhere to Trust policies and procedures e.g. Equality and Diversity; Health and Safety, Safeguarding
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards.

## Job Description :

### TRUST HR BUSINESS PARTNER

Contract type:	Permanent
Salary:	Scale P01, Points 30-34 £40,777 - £45,091 (FTE)
Hours:	37hrs per week, 40weeks per year
Reports to:	Head of HR & Safeguarding
Location:	Harbour Learning Trust. Grimsby

SpecificationEssentialDesirable

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications & Training	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• GCSE Grade C or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development and training</li> <li>• HR Qualification or CIPD qualification</li> <li>• Safer recruitment training</li> <li>• Driving licence and access to a vehicle</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience working within an educational environment</li> <li>• Understanding of the principles with regard to Safeguarding of Children particularly in relation to safer recruitment and the remit of Local Authority Designated Officers</li> <li>• Experience of handling complex cases</li> <li>• Experience of working in a unionised environment</li> <li>• Proven success in building effective relationships with internal and external agencies ie ACAS, Local Authorities etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a multi-site organisation</li> </ul>
Professional knowledge & understanding	<ul style="list-style-type: none"> <li>• In depth knowledge of employment law /legislation</li> <li>• Understanding of safeguarding compliance and best practice in relation to staff</li> <li>• Ability to manage multiple priorities</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of SCR requirements in relation to safer recruitment</li> <li>• Understanding of data protection (GDPR) requirements specifically related to the storage and sharing of personal and sensitive information within digital platforms.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• The ability to demonstrate active listening skills and strong verbal communication skills, building positive relationships</li> <li>• Ability to work unsupervised and on own initiative</li> <li>• Ability to work as part of a team</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>• A flexible and positive approach and a strong work ethic</li> <li>• Excellent time management and organisational skills</li> <li>• Attention to detail</li> <li>• High integrity with an ethically sound approach to building internal and external relationships</li> <li>• A commitment to the DANCE values</li> <li>• Friendly and approachable</li> </ul>	