

Job Description

People and Culture Business Partner

Responsible to:	Director of People and Culture
Responsible for:	No Direct Reports
Department:	People and Culture
Salary Grade:	Local Government Scale 10
Location:	Clacton-on-Sea

Job Purpose

To provide high level operational and strategic support to the schools across our Trust. You will take responsibility for leading on casework and other employee relations matters, as well as providing support to Trust Leaders to manage casework appropriate to their role, including misconduct, grievance and absence management.

Working closely with the Director of People and Culture, you will contribute to the development and implementation of the Trust's objectives and People Strategy. This will include taking the lead on policy development, projects and workstreams and being responsible for implementation of these on a Trust-wide basis.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- Act as the principal advisor on all matters relating to people management, calling on and using the Director of People and Culture as a point of escalation when required.
- Build strong relationships with senior leaders, Headteachers and Deputy Headteachers to support, coach and guide them in the effective management of all people matters.
- Work with the Director of People and Culture, Trust senior leaders and the People & Culture team in supporting the implementation of the Trust's People Strategy.
- Work with the Director of People and Culture in designing and delivering innovative organisational development solutions in response to workforce needs, such as improving employee engagement, diversity and equality initiatives, wellbeing initiatives, recruitment and retention solutions and succession planning.
- Support the Director of People and Culture to ensure that the Trust's People & Culture policies and procedures are up to date and fit for purpose.

- Support the People & Culture team in ensuring safer recruitment practices are robust and in place.
- Oversee the quality assurance process for the Single Central Record (SCR) across a designated portfolio of schools, resolving any discrepancies promptly.
- Provide expert support and advice to managers in relation to casework in line with Trust policies and procedures, while ensuring adherence to relevant employment law.
- Be the People & Culture representative to disciplinary panels up to and including the level of dismissal and appeal.
- In liaison with the Director of People and Culture, oversee settlement agreements and responses to Employment Tribunal applications, ensuring timely appropriate action and the provision of expert support and advice to managers, and senior staff.
- Support employee relations through positive consultation and negotiation with staff representatives as well as effective communication with all staff.
- Advise on straightforward organisational structures and staffing models for schools and support delivery of organisational change projects, provide HR advice and support for reviews and restructures. Seek advice from the Senior People and Culture Business Partner where appropriate.
- Support and advise managers and staff on the interpretation and application of policies, procedures and terms and conditions of service.
- Support with and monitor Performance Management processes and the consistency of PMR target setting, and UPR threshold applications.
- Monitor sickness absence statistics, identify patterns and trends and highlight these to management. Use this data to consider appropriate absence management and health improvement initiatives.
- Understand the needs and challenges within designated schools and support senior leaders to problem solve, identify solutions and share best practice.
- Use a coaching approach with managers in informally dealing with complex and contentious staffing issues, with the aim of developing skills and confidence an ensuring strong employee relations.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.