



People Services Business Partner

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

- Acting as a strategic People Services Business partner for The Consortium Academy Trust, this role will drive people management initiatives, support the people strategy and the delivery of the Trust's strategic plan.
- The role will have a designated internal customer base to directly partner and will support the Trust in promoting its core values and shaping a positive culture.
- This role will establish consistency of practice with all People Service Business Partners and ensure delivery of a cost effective, customer-focused service whilst continually striving for excellence.
- The role will also take strategic responsibility for areas/projects within the People Services team as directed by the Director of People Services. Areas of focus include Employee Relations, Change Management and Employee Engagement. These are dependent upon the needs of the service.

Key accountabilities:

- Develop a thorough understanding of the Schools/ Service areas where you are providing support in order to provide a full people partnering service.
- Work closely with the Finance Business Partners to ensure that financial insight is incorporated into strategic people guidance. Collaboration will ensure there is accurate alignment.
- Translate the People Services strategy for your designated areas into achievable plans and a prioritised implementation map.
- Establish effective relationships with business leads to enable you to provide valued interventions and insights on people management strategies.
- Advise Headteachers, Leaders and Managers on managing people effectively, including treating people fairly and professionally to ensure employee engagement and the delivery of the Trust's objectives.
- Work with Headteachers and leads to identify skills and capabilities they need to deliver current and future work with a focus on workforce management and succession planning.
- Ensure that leaders and managers within your area are equipped with the skills and confidence to manage staff effectively.

- Develop effective working relationships with the Trade Unions and Professional Association representatives.
- In liaison with the People Services Officer/ Manager, provide regular key people metrics with analysis, narrative and ideas to encourage your designated Headteachers and leads to seek continuous improvements and regular review of individual and department delivery.
- Work with the Director of People Services and support the development and maintenance of all Trust policies, procedures, processes and forms required to deliver a People Service capable of ensuring that the Trust discharges its duties efficiently and effectively.
- Ensure legal compliance of all People processes and procedures, enabling best practice to be attained in providing guidance to managers and employees, and safeguarding the Trust's reputation.
- Ensure up to date knowledge of all employment policies and procedures and provide advice and input as required.
- Act as a point of contact for employees to discuss confidential matters or grievances.
- Partner with senior leaders and line managers to provide advice, coaching, and support on employee issues, including grievance, disciplinary, and other employee relations matters, while ensuring compliance with service and legislative requirements. The role also supports leaders in enacting HR policies and procedures across performance management, capability casework, conduct and grievance matters, investigations, hearings, and complex cases such as maternity, paternity and flexible working requests.
- Stay current on education sector trends, employment law and best practice to provide guidance to managers and staff on all people, legal and compliance issues.
- Foster a positive working environment for all people working at the Trust.
- Contribute to the Trust's strategic approach to diversity equity and inclusion (DEI) and work to actively embed practices which promote DEI across the Trust's approach to its workforce and people processes.
- Partner with Headteachers and leads to drive appropriate and timely performance management and improve performance delivery.
- Coach managers on the use of performance management.
- Working with the Director of People Services provide oversight of the bi-annual people survey and develop action based initiatives to support your areas.
- Take on/lead any other projects as requested by the Director of People Service
- Ensure safeguarding is central to all decisions made in relation to People Services processes.
- Liaise with the People Services Director, Trust DSL and external agencies such as the LADO and the police as required.
- Provide mentorship to junior colleagues in the People Services department and play a key role in their development.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Knowledge, experience and qualifications

- CIPD level 5 qualified or equivalent. Level 7 would be preferable, or a desire to work towards this qualification.
- Sound knowledge of employment legislation and its application.

- Strong understanding of diversity, equity and inclusion concepts and the impact the People Services function can have in embedding an inclusive and equitable culture.
- People Services Generalist experience across a broad range of HR functions and employee lifecycle, and best practice for those.
- Managing employee relations and related processes.
- The ability to analyse and report on People Services information and data.
- Experience of working in a fast-paced environment and managing multiple concurrent workstreams.
- Implementing and supporting change management

Values and Personal Competencies

- Excellent interpersonal skills and effective communication skills (including presentation skills)
- An ability to work as a highly effective team player, able to both collaborate and lead.
- Comfortable with ambiguity and confident to working autonomously.
- Emotionally resilient and able to cope with, and resolve, conflict.
- The ability to influence stakeholders at all levels.
- Tact, diplomacy, and discretion.
- Ability to use own initiative and good at problem solving.
- Exceptional communication skills, oral and written.
- Pragmatic, proactive and solutions driven.
- Ability to prioritise and work under pressure.
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.