

## DIRECTOR OF PEOPLE

### JOB DESCRIPTION

<b>Job Title:</b>	Director of People		
<b>School Base:</b>	The Charter School East Dulwich – with an option of some remote working flexibility		
<b>Reports to:</b>	Chief Executive Officer	<b>Grade:</b>	Executive 1
<b>Staff Responsibility for:</b>	Human Resources team	<b>Salary:</b>	As per advertisement
		<b>Term:</b>	Permanent Full Time
<b>Additional:</b>	As assigned		

### JOB PURPOSE AND SUMMARY

1. Contribute to the development of the overall Trust strategy and associated policies.
2. Contribute to developing the vision and direction of the Trust.
3. Provide strategic and operational leadership to the Trust's Human Resources function and team.
4. Ensure that the quality of HR support to the Trust and its schools is delivered, developed and maintained to the highest standard.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- 1. Strategic Leadership of the Trust's Human Resources Function**
  - 1.1 Assume responsibility for all aspects of the development of the Trust's HR strategies, policies and plans (for example covering HR advice and support to schools; recruitment and retention; safer recruitment; employee engagement; staff wellbeing; succession planning and talent management).
  - 1.2 Provide insight and advice on HR issues to the Trust's Senior Leadership Team and the extended teams of leaders and managers.
  - 1.3 Ensure that the Trust's HR strategies, policies, plans and advice are informed by up-to-date research, accurate forecasting, evaluation and the analysis of data related to local and national contexts.

- 1.4 Oversee the design, implementation, quality assurance and business improvement of HR systems across the Trust.
- 1.5 Lead the delivery and communication of the TCSET's HR strategies across the Trust, ensuring meaningful engagement with all stakeholders including schools and the Central team.
- 1.6 Ensure that all HR strategies, policies and plans are designed and delivered in alignment with other Trust strategies and priorities.
- 1.7 Create a robust set of performance measures for the HR function to enhance reporting mechanisms to Trustees and its sub committees.
- 1.8 Regularly and systematically review all aspects of the HR strategies policies and plans, including monitoring the results of all associated activities and measuring their effectiveness.
- 1.9 Maintain relationships and develop partnership working with professional associations and trade unions.
- 1.10 Report accurately, and in detail, to the CEO and Trustees on all aspects of Human Resources in the Trust.

## **2. Strategic and Operational Leadership of the Trust's Human Resources Team**

- 2.1 Lead the Central HR team as it develops, motivating and supporting team members to achieve high standards and
- 2.2 Support the centrally based HR Business Partners and HR officers and school-based business managers to deliver an efficient and continuously improving service which undertakes all relevant HR policies and procedures.
- 2.3 Ensure that effective induction and performance management arrangements are in place for the HR team and identify appropriate professional development opportunities for team members.
- 2.4 Lead the development, delivery and monitoring of the HR team's annual plan including appropriate objectives, targets and performance indicators for team members, ensuring that individual team members are clear about their roles in contributing to the plan and acting on feedback from schools to improve the service.

## **3. Strategic and Operational Leadership of HR Support to Trust Schools**

- 3.1 Engage with school leaders to determine the quality, scope and delivery arrangements for the Trust's HR support to its schools.
- 3.2 Ensure that the HR team is responsive to feedback from school leaders.
- 3.3 Regularly monitor HR casework in schools to ensure that it is conducted effectively, efficiently and to a satisfactory conclusion.
- 3.4 Ensure that schools are fully prepared for inspection by ensuring that all HR procedures, including those related to safeguarding, are implemented so that they are compliant with statutory requirements.

- 3.5 Advise and provide strategic support to school leaders on particularly complex, sensitive or intractable HR issues in order to arrive at solutions.

#### **4. Strategic Leadership of the Trust's Staff Wellbeing Strategy**

- 4.1 Lead the implementation of TCSET's staff wellbeing strategy and policy across the Trust and its schools.
- 4.2 Ensure that schools are appropriately advised and informed to enable them to put in place both systematic and responsive support for staff wellbeing in line with the Trust's policies and the feedback generated by the regular pulse surveys.
- 4.3 Monitor and report on staff wellbeing issues across the Trust, making recommendations for improvement in line with the latest evidence-based research and best practice.

#### **5. Strategic Leadership of the Trust's Equality Diversity and Inclusion (EDI) Strategy**

- 5.1 Lead the implementation of TCSET's staff EDI strategy and policy across the Trust and its schools.
- 5.2 Ensure that schools are appropriately advised and informed to enable them to action improvements in systems, policies and culture in line with the Trust's policies and plans and also respond positively to the feedback generated by the regular surveys.
- 5.3 Monitor and report on EDI issues across the Trust, making recommendations for improvement in line with the latest evidence-based research and best practice.

#### **6. Reward Management**

- 6.1 Oversee the management of the payroll, pension and benefit services to staff through the direction of the workload of the Reward Manager and associated administration staff.
- 6.2 Continually evolve processes and systems to ensure that they are efficient, responsive, legally compliant and aligned with organisational priorities.
- 6.3 As an on-going process of review, ensure that payroll procedures comply with financial requirements as defined by Trust auditors.

#### **7. Funding/Budget Management**

- 7.1 Assume responsibility for the finances of the Trust's HR function.
- 7.2 Control the HR budget responsibly and with probity and transparency, and report in a timely manner any risks or concerns relating to Human Resources.

#### **7. Accountability**

- 7.1 Be accountable for the performance and outcomes of the Human Resources function and team.
- 7.2 Be accountable for compliance of all aspects of HR delivery.

## **8. Other Responsibilities**

- 8.1 Contribute to the wider life of the Trust and its schools through out of hours and partnership work.
- 8.2 Carry out any such duties as may be reasonably required by the Trust's Chief Executive.
- 8.3 Demonstrate commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

## **9. Records Management**

- 9.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

## **10. Special Conditions**

- 10.1 The post is based in the Central Office of The Charter Schools Educational Trust. The post holder may be, at times, required to work at any of the partner schools which are located in South London or in any other reasonable location where the Trust is undertaking its business.

*This appointment is with TCSET as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the employee's contract.*

## PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
<b>QUALIFICATIONS</b>				
1.	A degree qualification or equivalent, preferably in a relevant discipline.	E	✓	✓
2.	Relevant HR qualification e.g. CIPD level 7.	E	✓	✓
3.	Full member of the Chartered Institute of Personnel and Development.	E	✓	✓
<b>EXPERIENCE</b>				
4.	Extensive experience of working in a senior role in a large complex organisation.	E	✓	✓
5.	Extensive experience of building a high-performing Human Resources service, including effective leadership of high-impact change projects.	E	✓	✓
6.	Experience of managing disputes and high level, sensitive, complex case work.	E	✓	✓
7.	Experience of working in an educational environment, involving schools.	E	✓	✓
8.	Experience of working in a multi-site organisation.	E	✓	✓
9.	Significant experience of designing and implementing flexible and innovative organisational development solutions that deliver strategic priorities and change.	E	✓	✓
10.	Sustained and successful experience of leading, managing and developing a Human Resources team.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
13.	Experience of successful financial planning and budget management.	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
14.	The ability to inspire, motivate and lead a team of HR professionals, challenging them constructively and appropriately.	E	✓	✓
15.	In-depth knowledge of employment law and HR best practice and the ability to apply these using a pragmatic and common sense approach.	E	✓	✓
16.	Evidence of innovative thinking and creative approaches to strategic challenges.	E	✓	✓
17.	The ability to work to deadlines, adapt to changing conditions and generate effective solutions to new situations and problems as they arise.	E	✓	✓
18.	A thorough knowledge of equality, diversity and inclusion and wellbeing policy requirements and practices.	E	✓	✓
19.	An understanding of national terms and conditions and education legislation which impact on employment within schools and academies, and as they apply to academy conversions.	D	✓	✓
20.	The ability to quickly establish credibility and build strong working relationships at all levels.	E	✓	✓
21.	Effective oral and written communication skills, with proven ability to negotiate and influence change with sensitivity and emotional intelligence.	E	✓	✓
22.	Excellent IT skills, including the ability to use MS Office software packages such as Word, Excel and Outlook.	E	✓	✓
23.	Knowledge and understanding of budget management and financial systems.	E	✓	✓

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for children &  
young people.**

24.	Strong analytical, strategic thinking and project management /planning skills.	E	✓	✓
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No	CATEGORIES	Essential/ Desirable	App Form	Interview
25.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E	✓	✓
26.	A passionate belief in the Trust's vision of 'schools that excel, people who inspire and partnerships that make a difference'	E	✓	✓
27.	A strong commitment to the Trust value of 'Impact'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Integrity'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Belonging'.	E	✓	✓
30.	A strong commitment to the Trust value of 'Community'	E	✓	✓
31.	A strong commitment to the Trust value of 'Communication'.	E	✓	✓
32.	A strong commitment to the Trust value of 'Innovation and curiosity'.	E	✓	✓
33.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓