



# Job Description

## HR Manager

### Grade 11-13

*This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.*

*Open Thinking Partnership is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.*

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| <b>Job Purpose</b>                   | To lead on effective management of HR policies and processes within the Trust, and ensure that we attract, invest in, and retain the best people to enable the provision of high quality teaching and learning both today and in the future.  |
| <b>Culture &amp; Values</b>          | To provide high quality people and culture leadership within the OTP ethos, securing sustainable, safe, and positive outcomes for children and young people.  |
| <b>Vision in Action</b>              | <p>Play a key role in supporting our people strategy and driving and contributing to Trust-wide priorities.</p> <p>Have oversight of policies and systems for recruitment, induction, learning and development, performance management, employee relations, and policy development, ensuring compliance with legislation and best practices.</p> <p>Working closely with senior leaders, provide accurate HR advice, contribute to and deliver talent management strategies in line with the needs of our schools and services, and foster a culture of continuous improvement and innovation.</p> <p>Collaborate with our HR Administrators to refine recruitment processes in line with our wider people strategy. Act as a trusted partner to managers, offering practical guidance on people management, helping to ensure a compassionate, consistent approach across the Trust.</p>   |
| <b>People and Culture Leadership</b> | <p>Take a strategic role in ensuring that all of our HR policies and processes support our colleagues in achieving high quality outcomes for our children and young people.</p> <p>Ensure that safeguarding is effectively embedded across the Trust HR policies and practices and that our children and young people are learning in a safe environment.</p> <p>Support schools through providing timely, considered advice regarding HR processes and ensure that all actions taken by the school are well-informed and in compliance with Trust values and employment legislation. Oversee the centralised HR processes and ensure key stakeholders are engaged and involved. Actively support absence management including involvement in absence management meetings and referrals to Occupational Health.</p> <p>Ensure compliance with local, national, statutory, and legislative requirements for the Trust as an employer. Be responsible for maintaining up-to-date knowledge on standards and best practice, and cascading this information as required.</p> <p>Support our Trust People Strategy and drive key areas of focus, such as learning and development (L&amp;D), to realise improved opportunities for our staff to develop their practice and careers in the Trust, which ultimately benefits our children and young people.</p> <p>Enhance the Trust's employee value proposition to boost retention and recruitment. Maintain knowledge and expertise relating to our pension schemes (TPS and LGPS) and upskill colleagues across the Trust in understanding their pension value as a benefit.</p> |

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|  | Maintain an oversight of the payroll process through staff onboarding and work closely with colleagues in Finance to ensure timely payroll actions and on-time payment of staff salaries.  |
| <b>Leadership and Management</b>           | <p>To provide an exemplary role model of practice, policy and procedures related to keeping children and young people safe as well as promoting their wellbeing and the wellbeing of all our people.</p> <p>Lead by inspiring, motivating and developing staff to take pride in providing the best possible learning and working environments. Ensure appropriate levels of accountability are in place for critical compliance responsibilities. Ensure central and school teams are empowered and supported within their areas of responsibility, utilising effective delegation.</p> <p>Support line managers across the Trust in their roles through management of core HR policies and expert insight to support decision making.</p> <p>Ensure a strong positive ethos for all key staff with whom they work to enable them to reach their full potential. Work in a collaborative and open manner with colleagues across the Trust and ensure there are no single points of failure in our working practices.</p> |
| <b>Community</b>                           | <p>Ensuring effective partnerships with all stakeholders across our local communities, supporting positive outcomes for children and young people.</p> <p>Ensuring an effective inclusive learning and working environment, with equality of opportunity for all (colleagues as well as our children and young people).</p>  |
| <b>To whom the postholder reports to</b>   | <p>The postholder is responsible to:</p> <ul style="list-style-type: none"> <li>• The Director of People and Operations (Line Manager)</li> <li>• The Trust Executive Leadership Team (Trust Priorities)</li> </ul>  |
| <b>Generic duties and responsibilities</b> | <p>Everyone is responsible for safeguarding children and young people to the highest standard.</p> <p>Everyone is responsible for ensuring they follow and comply with all OTP and school policy and procedures.</p>   |