



Job Description

Strategic HR Officer

The jobholder reports to the Chief Financial & Operating Officer (CFOO). The main contacts of the role include: CEO, CFOO, Directors of the Board, Governors, Trust Central Team, Headteachers, Local Governors, professional association & trade union officials, employees of the Trust.

Main purpose of the post

- To have strategic responsibility for the vision of the delivery of the HR service and related projects to enable service delivery in line with the Trust's strategic development plan.
- To drive and develop the HR service transformation and ensure excellent joint working with all stakeholders.
- To create a culture of continuous improvement where the Trust's vision, aims and objectives are articulated, shared and understood by all.

Key Responsibilities

Strategic Development

- To provide a strategic vision for the future development of the HR service to enable the Trust to meet its future challenges.
- To ensure continuous improvement in the HR service by formulating tactical plans to ensure alignment between the Trust's strategic objectives and the HR strategy.
- To lead on the development and delivery of new systems to support the HR service of the Trust.
- To design and develop HR policies & procedures that meet the requirements of statutory obligations and regulations, legislation and standards for employees working in an education setting.
- To monitor and assess the impact of forthcoming changes affecting staff in an education setting, such as changes to pay, terms and conditions and changes in employment legislation.
- To implement effective processes to monitor, maintain and enhance the quality of the HR service and exchange of best practice and ideas amongst HR colleagues.
- To lead on the facilitation of a comprehensive range of people management advisory and support services to Headteachers and leaders.
- To facilitate the Joint Consultation and Negotiating Committee meetings in line with the Trust's Trade Union Recognition Agreement.
- To lead on data protection across the Trust and ensure compliance with all aspects of GDPR, DP and FOI.

Leadership and Management

- To provide leadership and direction to the HR service team ensuring effective management, coaching, mentoring and development of HR colleagues to maximise potential.
- To plan, develop and drive strategies in a clear and efficient manner while equipping HR colleagues with the skills required to ensure achievement of the objectives.
- To share innovation and best practice with the HR service team to ensure a joined-up approach for the effective delivery of a consistent HR service.
- To provide a positive influence to the HR service team which engages and inspires the HR team to embrace new priorities, systems and implement change.
- To develop a Trust culture of teamwork to engender a strong shared approach to delivering HR services which provide better support for Headteachers and leaders.
- To create a culture of continuous improvement where the Trust's vision, aims and objectives are articulated, shared and understood by all.
- To develop and implement HR systems and processes which are user friendly and accessible.
- To support the delivery of the succession planning of the workforce, including the identification of talent management and secondment opportunities to provide a rewarding career development pathway.
- To devise templates, information and guidance on a wide range of HR matters that can be accessed by the HR service team.
- To devise procedures for the recruitment, selection and contractual changes of employees, ensuring compliance with legislation.
- To enhance employee morale and motivation within the HR service team to nurture a positive working environment and ensure its continuing success.
- To understand and interpret complex legislation, terms and conditions in the ever-changing field of education.

HR Service Delivery & Casework

- To work in partnership with Headteachers and leaders dealing with higher level or complex case work such as serious misconduct, conflict and interpersonal relationships, wellbeing and change management including redeployment and redundancy.
- To ensure the HR service team is deployed to assist leaders in managing HR issues such as employees' attendance and minor misconduct.
- To oversee the recruitment and selection process of employees.
- To oversee and support the delivery of employee engagement and the retention of employees.
- To oversee the health and wellbeing of individuals employed by the Trust.
- To oversee the employee retention and rewards strategy including staff engagement, benefits, mental wellbeing and wellness programmes of/for all staff.
- To devise employee letters for contractual changes of employees within the Trust and oversee the changes etc.
- To oversee the training and development courses and opportunities for employees of the Trust.
- To oversee the register of Directors and Governors and ensure Trust Governor is kept up to date.
- To direct and manage the lower level case work load of the HR team.
- To implement and oversee the employee records systems and databases.

- To ensure that all aspects of the HR service is carried out in a consistent manner across all schools within the Trust

Compliance, Monitoring & Evaluation

- To ensure that effective systems and processes are in place to monitor, maintain and enhance the quality of the HR service to ensure its continuing success.
- To objectively measure and evaluate employee trends and patterns capturing Key Performance Indicators.
- To measure and evaluate the effectiveness of Trust policies and procedures
- To mitigate against any potential reputation or financial risk by providing sound advice and support to all stakeholders.
- To manage a People Asset Review and promote the Trust's aims and values in relation to diversity, equality and inclusion ensuring that non-discriminatory practices in all aspects of the HR service is embedded in workforce planning and policy development.
- To ensure that the HR service complies with the Trust's values and ethos in a consistent manner across all its schools.
- To reinforce Trust policies and procedures, regulations and standards to Headteachers and Leaders when required, to ensure compliance and consistency.
- To complete and submit statutory documentation in relation to the gender pay gap, pension automatic and re-enrolment into schemes and the apprenticeship levy.
- To create and implement a Trust Code of Conduct and Staff Handbook which includes key information to ensure employees are aware of their responsibilities.
- To ensure that a comprehensive induction process takes place for new employees to the Trust.
- To present training and briefing sessions to colleagues on new or amended Trust policies and procedures.
- To contribute to the training and development of colleagues employed within the Trust to reinforce the Trust's commitment to safeguarding.
- To ensure the HR aspects of the Trust website is compliant and reviewed regularly.
- To devise and maintain a policy review schedule.
- To ensure that the offboarding process is handled in a professional, fair and consistent manner.

Trust Growth and Development

- To plan for the medium and long-term growth of new schools joining the Trust.
- To understand and identify the HR requirements to succeed with the onboarding of new schools joining the Trust.
- To engage with all stakeholders and deliver presentations to those schools considering joining the Trust.
- To complete and provide a due diligence report on staff joining the Trust to the Trust Board which identifies any potential risks.
- To identify anomalies and complete an accurate new employee asset register to ensure payroll and pension providers are equipped with information and data to ensure a seamless transfer of pay and pension benefits.
- To identify any differences between the Trust and incoming schools policies, contracts, pay, terms and conditions, job descriptions and staffing structures.
- To ensure the correct reporting of statutory notifications are adhered to including the LGPS, GIAS and the ICO.
- To ensure that all necessary statutory action is taken in relation to the TUPE transfer, including reporting, employee checks and the issuing of letters.

- To consolidate employee personal information with the Trust information and add data to the Trust's systems.
- To ensure a comprehensive induction process takes place for staff joining the Trust.
- To lead on the consultation with new employees joining the Trust on the harmonisation of their pay, terms and conditions and any associated protections to align with the Trust.
- To lead on the implementation of any necessary changes to employee terms and conditions.

Stakeholder Engagement

- To analyse and evaluate data in order to present qualitative KPI reports and statistics to the Trust Board of Directors and Local Governing Bodies.
- To provide professional HR expertise and advice on change management initiatives and processes to support continuous improvement in the delivery of the HR service.
- To provide guidance and advice to Headteachers and leaders on the appraisal and performance management of staff.
- To provide advice, guidance and support on GDPR, DP and FOI to all stakeholders.
- To provide advice, guidance and support to Headteachers on complaints and respond to complaints made to other agencies such as the ESFA and Ofsted.
- To support Headteachers in dealing with abusive behaviour directed at any member of the school community.
- To provide advice and support to Headteachers and leaders on safeguarding, LADO referrals and whistleblowing.
- To foster effective harmonious working relationships with trade union and professional association officials.
- To engage with, consult and influence negotiations with union officials on change management and individual employee matters.
- To negotiate with trade unions on employee exit strategies.
- To collaborate with senior colleagues within the Trust to help shape the direction of people management to ensure effective delivery of the HR service.

General

- To improve on and expand current communications and interactions between colleagues and ensure that internal HR communications and newsletters are well planned, co-ordinated, focussed and relevant, delivered in a timely manner and adhere to the Trust's values.
- To be flexible, motivated and able to remain calm in difficult circumstances.
- To advocate and represent the Trust's values and ethos and reinforce standards for positive behaviour, demonstrating the utmost integrity, and have high moral and ethical principles
- To promote a culture where employees are happy and proud to be working within the Trust.
- To contribute to the overall objectives of the Trust and promote its ethos, aims and values.
- To respond to and support critical incidents and emergency planning as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality relating to all stakeholders of the Trust at all times.

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all
- To undertake all duties with full regard to the Health and Safety at Work Act.

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post

All duties and responsibilities must be carried out with due regard to Corpus Christi Catholic Academy Trust's existing policies, including child protection, health and safety, equality and data protection

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



Person Specification

Strategic HR Officer

AREA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/C/T/I/R
QUALIFICATIONS		
Professional qualification or degree relevant to the role (e.g. CIPD, CSBM etc.)	E	A/C
EXPERIENCE		
Experience of working at a senior management level	E	A/I/R
Experience of effectively leading a team	E	A/I/R
Proven track record of significant HR generalist experience in a public sector or corporate environment	E	A/I/R
Experience of leading union consultations and successful negotiations of agreements with representative bodies	E	A/I/R
Experience of designing HR strategy to align to organisational needs	E	A/I/R
Experience of employee relations including disciplinary, grievance, sickness, absence and capability processes	E	A/I/R
Experience of complex change processes including restructure, redundancy and TUPE	E	A/I/R
Experience in alignment of the organisation's HR strategy to the organisation's budgets	E	A/I/R
Experience of working in a challenging and diverse environment	E	A/I/R
Experience of developing and leading the implementation of strategies to drive improvement	E	A/I/R
Experience of working with a range of stakeholders across a Multi Academy Trust	D	A/I/R
Experience of governance within the Catholic Education sector	D	A/I/R
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Sound knowledge of current educational issues	E	A/I/R
Sound knowledge of School teachers' pay and conditions and NJC for Local Government Services, or ability to learn	E	A/I/R
Ability to interpret DfE regulations and support the development of appropriate policies	E	A/I/R
Significant knowledge of employment law and good practice	E	A/I/R
Detailed knowledge and practical implementation of HR policies, codes of practice and legislation	E	A/I/R
Knowledge and understanding of effective strategies linked to areas strategic area of responsibility	E	A/I/R
Knowledge and experience of monitoring performance and outcomes	E	A/I/R
Knowledge of the academisation process and governance structures within a Multi Academy Trust	E	

AREA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/C/T/I/R
PERSONAL AND PROFESSIONAL SKILLS AND CAPABILITIES		
Numerate and technical skills	E	A/I/R/T
Skills for communication on complex information and administrative matters, requiring developed interpersonal skills	E	A/I/R
Ability to pull together comprehensive draft reports, data and letters	E	A/I/R/T
Negotiating, networking and persuasive skills	E	A/I/R
Ability to exercise discretion in the handling of sensitive and confidential data	E	A/I/R
Problem solving skills	E	A/I/R/T
Ability to respond to sudden unexpected demands and re-prioritise	E	A/I/R/T
Skills for manipulating information	E	A/I/R/T
Advanced keyboard skills, use of a range of software including Microsoft Office and MIS	E	A/I/R/T
Ability to work on own initiative and organise own workload with minimal supervision working to tight deadlines and changing timescales.	E	A/I/R
Ability to work collaboratively with Headteacher and other stakeholders	E	A/I/R
Skills for leading on and managing projects	E	A/I/R
PERSONAL AND PROFESSIONAL ATTRIBUTES AND ABILITIES		
Contribute to the Catholic ethos of the school	E	A/I/R
Act with the utmost integrity at all time	E	A/I/R
The ability to demonstrate strategic thinking and planning	E	A/I/R
A highly professional approach to their work	E	A/I/R
Commitment to be focussed on quality of work	E	A/I/R
Able to make connection between their work and the benefit to pupils	E	A/I/R
Values equality, diversity and inclusion	E	A/I/R
Operates with integrity and openness	E	A/I/R
Work well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others	E	A/I/R
Consistently looks to improve what they do, looks for successful tried and tested ways of working, seeks out innovation	E	A/I/R

*Assessment will take place with reference to the following information

A=Application form

C=Certificate

T=Test

I=Interview

Ref=Reference