

HR Officer - Job Description

Job Title	HR Officer - DDAT
Reporting to	HR Lead
Hours	Full Time 40 hours per week – 52 weeks
Salary	DDAT Grade 10

Job Purpose

To provide a fully integrated HR service across the schools within the Trust and central team.

The post holder will build trust and effective relationships with all senior and middle leaders, providing HR expertise, advice, guidance and support across all aspects of people and change management within our Trust and its schools. The role will cover a broad range of duties and the successful candidate will proactively work to support the best interests of our Trust and its schools to achieve their objectives.

As a key member of staff in the central team, you will also be expected to be heavily involved in the whole range of HR issues that could impact on the Trust's mission, vision and underpinned by the Trust's values

Key responsibilities

- Provide a generalist HR advice and support service to the Trust and its schools on, workforce planning, pay, terms and conditions, all aspects of employee relations; including grievance and disciplinary matters, absence management, recruitment and retention, TUPE, restructures and redundancies, performance management and wellbeing to effectively mitigate against risks to the Trust.
- Provide the CEO, Headteachers and Senior Leaders with advice and guidance on individual HR cases / investigations and support the process to provide pragmatic solutions to achieve a timely outcome. To liaise with the appointed external employment solicitors where required and escalate complex or sensitive issues to the HR Lead.
- Carry out the role of Investigating Officer on HR investigations, with the support and guidance of the HR Lead and legal services.
- Independently undertake and manage assigned HR casework, whilst maintaining up to date records/log of progress and providing the HR Lead with an overview.
- Provide mentoring, coaching and support to the HR Assistant, to ensure all HR administration process and practices are maintained and effectively managed, including general external and internal queries, recruitment and onboarding, exit processes and employee records.
- Maintain an active positive relationship with recognised Trade Unions, engaging in partnership working to reduce employee relations risks.
- Support and undertake the development of Trust HR policies and procedures for approval by the Trust Board.

- Ensure that the watchlists within The National College training platform are kept up to date under the direction of the HR Lead.
- Provide support and guidance on the HR platforms.
- Support the HR Lead and contribute to the agenda at the Trade Union Joint Consultation Committee meetings and with other relevant consultations across the Trust.
- Plan, implement and manage recruitment and selection activities to ensure that vacancies are filled by suitable candidates and all Trust and statutory requirements are met.
- Proactively maintain and improve where appropriate the Trusts position as an employer of choice and as a disability confident employer.
- Take an active role as a Mental Health First Aider and promote staff wellbeing within the Trust.
- Resolve and respond to enquiries and redirect more complex matter to the HR Lead as appropriate and in a timely manner.
- Make recommendations which contribute to the continuous improvement of the Trusts processes, policies and procedures relating to HR, workforce development, safeguarding, training and staff wellbeing.
- Ensure Equal Opportunities principles are embedded, and workforce diversity is promoted.
- Oversee the central teams single central record, including carrying out DBS and pre-employment checks.
- Support with the development and delivery of HR training, and coaching for central staff, Headteachers, Senior and Middle leaders, and School Business Managers across the Trust to equip them with the skills and knowledge to manage and resolve staffing issues.
- Support the HR Assistant to review all adjustment forms and new starter forms from the schools within the Trust.
- Oversee the completion of standard contracts of employment for school-based staff and the central team. Monitor and ensure that up dated records are maintained of all outgoing and returned contracts of employment.
- Work with the Operations team on academy conversions to ensure all necessary HR due diligence is completed for schools/academies joining the MAT.
- Under the supervision of the HR Lead, lead on allocated TUPE consultation processes.
- Develop and prepare letters, templates and other documentation as directed.
- Undertake and oversee the job evaluations process, ensuring consistency across the Trust and ensure any concerns or queries are escalated to the HR Lead.
- Support and assist HR in ad-hoc projects, initiatives and the ongoing development of the HR function.
- Analyse statistics to assist the HR team with management information and provide KPI data for the COO and Trust Board reports.
- Build effective and collaborative working relationships with external stakeholders, sharing best practice and knowledge.
- Develop effective professional relationships with Headteachers, Senior Leaders, School Business Managers, Local Academy Committee Members and the wider Trust

staff to ensure that excellent customer service and a helpful attitude is always provided.

- Liaise with the external payroll provider on pay related matters.
- Have an awareness of the educational landscape, including the safeguarding of children in education, and its implications and the impact on the work of the HR team.
- Keep abreast of developments across HR, employment legislation and the Educational Sector and proactively ensure that the Trust processes, practices and documentation are relevant and fit for purpose.
- To work collaboratively with all departments across the central team and DDBE to provide effective HR advice and support and to develop, improve and maintain best practice.
- Champion the Trust's ethos and values.

In addition to the above, the post holder is required to perform such other duties consistent with the purpose of the job, as required by the Trust. This job description is a guide to the major area and duties for which the jobholder is accountable. However, as the Trust develops the jobholder's obligations may vary and develop. Consequently, this job description should be reviewed as a guide and not as a permanent, definitive and exhaustive statement

Signed by:

Print name:

Date:

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Attributes	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none"> • Relevant degree level or hold or be working towards the CIPD qualifications • Hold Maths and English at Grades A* - C or equivalent • Full driving licence • Skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint and Outlook. 	<ul style="list-style-type: none"> • Formal administration qualification • Project management qualification
Knowledge, skills and competencies	<ul style="list-style-type: none"> • Up to date knowledge of employment legislation • Able to maintain strictest confidentiality and integrity at all times. • Excellent IT skills. • Sensitivity in collaborative work with colleagues • Highly organised and efficient in managing a diverse workload with competing priorities. • Ability to work to tight deadlines. • Demonstrates a high level of written and verbal communication skills with resilience that enables accuracy and attention to detail in a fast-paced environment. • Able to relate well to all stakeholders. • Be empathetic to situations/staff and have a 	<ul style="list-style-type: none"> • Knowledge and understanding of the educational sector • Knowledge of HR processes and best practice • Able to organise, lead and motivate other staff • Knowledge of SAMPeople and SAMRecruit

	<p>friendly, approachable personality.</p> <ul style="list-style-type: none"> Ability to be pro-active and work under own initiative. Have a strong customer service focus with a can do and helpful attitude. Adaptable to the demands and challenges of supporting more than one person within a geographically dispersed team. Ability to work in a team. Suitability for promoting and safeguarding the welfare of children and young people. Able to promote inclusion and equal opportunities. Ability to exercise judgement and discretion. Alignment with the Trust vision and values 	
Experience	<ul style="list-style-type: none"> Experience of working in HR, advising on terms and conditions, policies and procedures Experience of dealing with people at various management levels Experience of working independently Experience of organising and minuting meetings Commitment to own professional development 	<ul style="list-style-type: none"> Experience of working in HR function within an educational setting. Experience of working with Trade Unions

Terms and Conditions

The employer for this post is Derby Diocesan Academy Trust (DDAT)

This post requires the ability to travel and work directly with academies in the Trust across Derbyshire and Derby City and the base which is currently Bakewell.

An Enhanced DBS is required for this post.