



HISP Multi Academy Trust

Job Description

HR Business Partner

Salary:	£38,092 - £42,289 per annum
Hours:	37 hours per week
Location:	Isle of Wight
Responsible to:	Executive Director – People (or their nominated deputy)

Job Purpose

To support the ED People in delivering a high-quality HR business partnering service to the assigned school/HISP unit, actively contributing to the effective implementation of the people strategy, priorities and wider organisational objectives.

The role will have a customer-centric approach with their primary client group (school/unit line managers) and provide day to day client relationship management and service delivery. The role will work closely with colleagues across HISP Central to ensure the people needs of the school/assigned unit are met.

Responsibilities

Service delivery

- Provide support to school/unit and middle leaders in the implementation of HISP people policies and procedures, advising on key people processes (i.e. recruitment, onboarding, safer recruitment compliance, performance management, absence management, pay, well being and employee relations).
- Identify the capability gaps within the schools and advise on routes to build, borrow or recruit the capability as required.
- Appropriately discuss and challenge school/unit leaders on people related decisions to ensure legal and financial compliance.
- Identify and implement innovative solutions to people issues within policy particularly where there is a financial, legal or reputational risk to the organisation – referring upwards to the ED/senior leadership when necessary.
- Lead on all school employment relations cases providing expert advice and guidance to the client group
- Provide and analyse agreed monthly people related management information (bespoke and generic), contributing to reporting on HR SLA's and KPI's as required.
- Undertake face to face discussions with leavers on escalated cases to identify issues/risks, take follow up action as appropriate.
- Provide advice and support to employees for escalated queries from locally based HR staff and line managers.
- Ensure transactional local-based HR operations are carried out in an efficient and effective manner and support HR administrative staff as appropriate.

- Lead and develop local-based administrative HR staff ensuring necessary professional development and HISP People Strategy implementation at all levels through effective objective setting and performance management.
- Undertake job evaluation and benchmarking (as necessary), within agreed governance / delegations.
- Work closely with the school/unit leaders and designated Finance contacts on financial curriculum planning to deliver effective workforce management.
- Identify employee trends and support the school/unit leaders in planning and developing strategies to address these.
- Monitor and sign-off payroll inputs for assigned schools/units within set payroll deadlines and liaise with local HR contacts on contractual changes.
- Communicate with school based Trade Union Representative as necessary.

Change and programme initiatives

- Support, develop and manage the HR aspects of organisational change programmes in line with the relevant policies (eg the roll-out of policies and associated line manager training), and in collaboration with other involved HISP central teams.
- Support the development, implementation and embedding of HR systems (including i-trent) and HR processes
- Project manage, or contribute to a variety of strategic people initiatives working across functional boundaries if required.
- Actively contribute to the development and implementation of the HISP People strategy and priorities throughout the entire employee lifecycle, working closely with other HR colleagues to implement associated initiatives.
- Support the ED in the delivery of cyclical exercises/programmes (eg annual pay award modelling, performance management etc) in line with the annual HR activities calendar.

Team contribution

- Support investigations and/or advise at formal grievance/disciplinary meetings for areas outside own responsibility
- Support HR colleagues' assigned units during periods of their absence
- Coach/mentor locally-based HR Advisers and Administrators.
- Suggest ways in which to enhance HR effectiveness and efficiency and take the lead in implementing these
- Collaborate with HR colleagues on key messages for leaders and people related INSET day material.
- Support statutory annual submissions where necessary (eg EDI data and Workforce Census).

Professional Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Participate in regular performance management for self and others as appropriate
- Engage with staff development opportunities.

Support for the Trust

At an appropriate level, according to the job role, grade and training received, all employees of the Trust are expected to:

- Support the aims, values, mission, and ethos of the Trust and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.

- Take appropriate responsibility for safeguarding and children's welfare.
- Be aware of health and safety issues and act in accordance with the Trust's Health and Safety policy.
- Contribute to the overall ethos/work/aims of the Trust.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.