

JOB DESCRIPTION

JOB TITLE	HR Business Partner
GRADE BAND	S38 to S42
RESPONSIBLE TO	Senior HR Business Partner
DEPARTMENT	HR
DATE JD/PS SIGNED OFF	August 2021

SIGNED	
PRINTED	
DATED	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

JOB PURPOSE

The HR Business Partner (HRBP) supports the Principals and leadership team of The White Horse Federation by consulting on the full portfolio of HR programs and processes. This role is responsible for enhancing the performance of its people in schools by identifying and implementing HR solutions and strategies needed to support The White Horse Federation (TWHF) as a whole.

The HRBP will meet at least monthly with their Principals to review all aspects of employee relations in order to provide a pro-active service and identify employee relations matters at an early stage.

The HRBP will be responsible for line managing and the performance management of their Hub team staff, providing motivation, guidance, direction, identifying CPD needs and co-ordinating the work of the team in the hubs, liaising with the HR central team leader or Director of People as necessary.

The HRBP will support TWHF to achieve its goals through the delivery of high impact HR services and interventions contributing to its continued success.

MAIN TASKS, DUTIES & RESPONSIBILITIES

Key Accountabilities:

Employee Relations

- Provide expert advice to identify working solutions for the school whilst considering current legislation and policies.
- Work in partnership with trade unions on individual employee relations issues and organisational change programs.
- Partner with leaders to effectively manage employee relations issues including creation of associated paperwork.
- Be an active panel member in hearings providing specialist advice to the panel up to and including decisions to dismiss.
- Work closely with other HR staff across TWHF in order to provide a first class HR service across the Hub and the wider TWHF.
- Support Trade Union meetings and provide advice and guidance to key HR meetings and activities as required.
- Foster good working relationships with recognised professional associations.
- Lead the TUPE processes and academy conversion processes as necessary.

Organisational Design

- Where reduction/change strategies are in place, support leaders through business case creation, selection processes and communication/notification activities;
- Conduct effective discussions/maintain effective relations with applicable Trade Unions and/or stakeholders on/throughout restructuring programmes;
- Develop/implement Voluntary Redundancy/Compulsory Redundancy tools as required;
- Link headcount/resource requirements to budget and planning process, working closely with the Finance Business Partner.

People Development

- Through use of data and HR best practices, partner with leaders on the implementation of talent strategies including engagement, retention, and development;
- Partner with leaders to create strong results through implementation of comprehensive talent strategies;
- Partner with the HR Lead Learning & Development to coordinate HR and learning & development services to TWHF

Pay & Reward

- Liaise with Central HR to ensure benefits administration / payroll deductions are implemented correctly and in a timely manner.
- Ensure performance related pay decisions are implemented for all staff in the Hub in line with TWHF policies and procedures.
- Work collaboratively with finance teams across the Hub to ensure financial data pertaining to staff is correct.
- Support and contribute to the implementation of new pay and reward schemes including job evaluation and equal pay as and when required to ensure parity across TWHF and to meet statutory requirements.

Recruitment

- Work in collaboration with Senior Leadership, Principals and Central HR to ensure the end to end recruitment process for all vacancies across the Hub in line with THWF processes and policies and within the parameters of employment legislation. This will include advice on and attendance at interviews as and when required.

- Provide ongoing coaching and support to Senior Leadership and Principals to aid planning and recruitment and to follow the recruitment policy.

Support HR Policies and Strategy

- Partner with leaders in support of development and retention efforts and attrition risk analysis at a local level as well as sector wide intelligence;
- Provide informed point of view on structure and broad staffing direction;
- Constantly review and monitor employment policies to ensure legislative compliance and TWHF values.
- Creation of policy documentation as and when required.

Safeguarding

- Provide advice and guidance on robust procedures for DBS, and identity checking and work permit processes for all staff liaising closely with the Central HR where required.
- Provide guidance and supervision to appropriate staff within the Hub to create and maintain confidential single central registers that meet the required OFSTED standards bearing in mind the DBS code of practice; Keeping Children Safe in Education and the Rehabilitation of Offenders Act.
- Attend allegations management meetings with the local authority/safeguarding agencies as appropriate.

Hub Leadership

- Lead HR Hub and Secondary HR team to provide a telephone and face-to-face HR support service within agreed performance SLAs.
- Support team to ensure that all HR administration and queries are addressed in an appropriate and timely manner.

ADDITIONAL DUTIES & RESPONSIBILITIES

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
Qualifications, Education and Training			
Associate Member of the CIPD or holds an equivalent HR related qualification or equivalent HR experience	E	X	X
Chartered Member of the CIPD or equivalent qualification or HR experience	D	X	X
Experience and Knowledge			
Experience of providing employee relations/generalist HR advice and guidance to Senior Leaders	E	X	X
Experience of managing a HR caseload from start to finish achieving successful outcomes	E	X	X
Experience of implementing effective HR systems and procedures	E	X	X
Experience of developing positive and effective working relationships with Trade Unions	E	X	X
In-depth expert knowledge and application of current HR legislation	E		X
Experience managing organisational change / restructures	E	X	X
Experience of leading TUPE transfers	D		X
Experience of providing HR advice and guidance within an educational setting	D	X	
Understanding of national terms and conditions and/or of legislation that impacts on employment within the educational sector	D	X	
Experience of working across multiple sites	D	X	
Knowledge of Academy legislation	D		X
Experience of managing a small team	D	X	X
Skills and Abilities			
Strong IT Skills and experience in the use of specialist HR systems	E	X	X
Good written and verbal communication skills and be able to relate well to all stakeholders	E	X	X
Ability to work as part of a team	E		X
Good planning and project management skills	E	X	X
Positive, solutions-focused approach	E		X
Values and Behaviours			
To commit to the values as described in The White Horse Federation 'little green book'.	E		X
Physical, Mental and Emotional Demands			
A strong commitment to the TWHF values	E		X
A strong commitment to supporting and promoting safeguarding, equality and diversity	E		X
Ability and means to travel on a regular basis across TWHF sites and occasionally to other locations	E		X
Supportive of the Multi-Academy Trust Functional Model and ethos of the TWHF	E		X
Highly resilient and determined in the face of challenges	E		X