



26 September 2019

Dear Applicant

Thanks for your interest in our HR Officer role, I thought you might like to know a bit more!

Our Multi-Academy Trust currently has 23 academy schools across a wide geographical area (West Yorkshire, Greater Manchester, Stoke / Staffs and the Wirral), with ambitious plans to grow up to 40 academies by 2022.

We also have a central team of HR, finance, governance, communications, IT and other specialists who provide support to the academies. These 'central team' colleagues are based across a number of different Hub Offices, at the Co-op's support centre in central Manchester, or at one of our academies.

This role has two distinct parts to it and encompasses HR activities at a number of different levels, from some quite routine administrative work to advising our Trust's CEO on HR matters on a regular basis - and we're looking for someone who is comfortable and competent at both ends of this spectrum.

The first part of the role is all about providing operational HR support for the geographically dispersed central team - you'll be fully responsible for all aspects of this, covering all of the HR work required. There's a lot of recruitment activity at the moment (we're a growing team!) as well as supporting and developing line managers, liaising with finance colleagues on payroll matters, recording absence and maintaining our Single Central Record and HR files, supporting colleague wellbeing, and managing any casework arising (absence, conduct, capability, etc).

The second part of the role is all about helping to deliver the HR team's strategic action plan for the Trust as a whole. You will take the lead on some designated areas of responsibility that have a trust-wide impact, such as colleague benefits. This is an opportunity to work closely with other HR colleagues across the Trust.

I'll be honest - there is a chunk of this role which is all about being an efficient organiser and administrator, setting up and maintaining systems and processes to ensure everything runs



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smoothly. But it's also a great opportunity for someone who is an established HR Officer to get involved in trust-wide HR activity, lead on pieces of project work, work with senior leaders, and develop your HR career with the support of a team of experienced HR professionals.

Although there are now quite a few of us in the Trust's HR team, you'll be the only HR colleague based full time with central team colleagues at the Co-op's support centre in Manchester (near Victoria Station). You therefore need to be self-motivated and comfortable working without direct supervision, and already have work experience at a similar level. Being a role with a lot of different elements, being resilient, and able to prioritise, juggle and reprioritise is really important - being able to step back and see the bigger picture when necessary, whilst also able to focus on the details and get these right.

If this role excites you, you "tick the boxes" on the job description / person specification, and you want to work in line with our Ways of Being Co-op - then I'd love to receive your completed application form.

Best wishes,

Juliet Caunt
Chief People Officer