



Hub HR Manager

Reports to: Chief People Officer, with 'dotted line' to the Hub's Chief Education Officer

Purpose

To lead the HR function for allocated academies within a geographical Hub area, responsible for the operational HR activity taking place; providing clear and consistent guidance, professional support and advice to the Chief Education Officer, Headteachers, senior leaders and Governors across the full range of HR activity. To work collaboratively with the wider Hub Team to help drive educational improvement, and as part of the wider HR team to support HR activity across the Trust.

Key responsibilities

- Provide professional HR advice and work with senior leaders to move forward 'people issues' in the academies, to support & drive academy improvement
- Manage and advise on complex employee relations cases, up to and including dismissal (e.g. disciplinary, grievance, absence, capability) including liaison with LADO as appropriate
- Provide support & development to academy-based HR colleagues, and to line manage (if applicable)
- Resolve policy queries and other matters escalated from academy-based HR colleagues, ensuring good practice and compliance in line with policy and legislation
- Quality / consistency check the HR work / practice that takes place at academy level
- Ensure effective recruitment & selection strategies are implemented across the academies, and support the recruitment of Headteachers / Principals and other senior leaders
- Contribute to development of the Trust's annual HR plan, and undertake proactive HR work to deliver it within & outside own geographical area
- Support / advise on restructures & organisational change, including TUPE in / out
- On-board / embed new academies joining the Trust to ensure a seamless transition (including due diligence / TUPE consultation / general HR support)
- Work as part of the wider Trust HR team, taking the lead on some trust-wide HR activities, e.g. *'project' work, policy development, developing & delivering training, supporting appeals in other Hubs, deputising for Chief People Officer if required*
- Safeguard & promote the welfare of pupils/students through own actions and effective management of staff resources, policies & procedures, and in line with local & national protocols and statutory requirements relating to safeguarding.



The person

Qualifications & Experience

- Fully CIPD qualified (or equivalent)
- Experience of working in HR in a school setting; can demonstrate an understanding of teachers' and support staff terms & conditions, and an empathy with schools issues
- Line management experience - someone who wants to lead others

Professional Knowledge & Understanding

- Able to evidence a depth of experience working at the relevant level, in particular around the full range of complex employee relations case work (grievance, disciplinary, health & absence management, performance management, LADO referrals), working with trade unions, and advising managers on a breadth of people issues, up to & including dismissal hearings
- Experience of handling significant change, including restructure / redundancy, and TUPE
- High level of knowledge & understanding of policy, procedure, employment law and good practice in relation to schools HR, along with the ability to assess implications and articulate risk
- Knowledge & experience of job evaluation, grading & equal pay issues would be an advantage [desirable]

Skills & Personal Qualities

- Great organisational skills, confident in managing a diverse workload and respond quickly to deliver on deadlines
- Proactive, able to see what needs to be done and to prioritise work accordingly
- Flexible, self-motivated & resilient to changing demands; able to work independently, on own initiative and without supervision
- A "people person": approachable, able to build strong working relationships with, and influence the work of others (including senior leaders), where there is no direct supervisory / line management relationship
- Able to work collaboratively with other HR colleagues
- Pragmatic, able to take a balanced and measured approach and see a situation from different perspectives
- Good presentation skills
- Committed to undertaking continuous professional development
- Willing and able to travel regularly between academies within the Greater Manchester area, and to other sites across the Trust from time to time, and to flex working hours occasionally if required (e.g. to attend meetings or events that run into the evening or a weekend). Own transport is strongly recommended due to the location of some of our academies.
- Understands & is committed to demonstrating the co-operative values and Ways of Being Co-op
- Enhanced DBS check required