



Job Description

Job Title: Regional HR Business Partner

Location: Regional Office/Home Based

Hours of work: 37 hours per week, 52 weeks per year

Reports to: Head of HR Services

Purpose of the Role:

To be responsible for managing and developing a proactive and effective HR service to the regional schools, ensuring strategies and service provision is in place to balance the requirements of individual schools within the region whilst supporting the delivery of AET strategic objectives. To lead on Trust wide strategic project work as and when required alongside the management and development of the wider region.

Responsible for/structure: Line Management of the HR Advisor and HR Coordinators

Responsibilities:

To manage the team providing high quality professional advisory HR services to Principals, Senior Leaders, Chairs of Governors and key stakeholders to include:

- Advice on employment practices, pay and conditions of service, legal and best practice in regard to employment law and statutory requirements. advising and supporting a wide range of HR issues, including discipline, capability, absence and grievance, together with attendance at meetings and hearings;
- Establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment;
- Lead develop and manage a team which includes both HR Advisers and HR Coordinators to effectively maximise performance.
- Lead on local trade union consultations and negotiations.
- Support the development, implementation and monitoring of HR strategies and policy and procedures
- Work collaboratively with a range of internal and external partners to identify scope for co-ordinated approaches to delivery of HR services to schools.
- As required, effectively gather, analyse and report on HR data to underpin best practice and effective people management and planning.
- In conjunction with the Talent Resourcing Partner manage and oversee the transactional recruitment and selection process in the region.



- Check & sign off First and Final reports each month by the payroll deadline, identifying any significant changes and reconciling these for accuracy before submitting to the Payroll Team.
- Design and deliver HR training to meet the needs of the HR team and stakeholders managing and supporting the HR function. To include regular Safer Recruitment Training for schools as required.
- Support school Principals, Regional Education Directors, Chairs of Academy Councils, senior leaders and managers to have the capability and capacity to manage HR issues in a timely and effective manner.
- To manage the delivery of the regional HR service to Principals on all complex HR issues including but not limited to: TUPE, grievances, disciplinary cases, dismissals, redundancies, maternity/paternity conditions, contractual and job description changes, sickness absence management and capability procedures.
- Attendance at meetings; establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment.
- To offer expert interpretation, advice and representation to customers on employment legislation, best practice and policy and procedures in relation to: remuneration, terms and conditions of service.
- To ensure casework, insurance logs and management information is readily available and up to date.
- To ensure the HR team provides advice which is compliant with the relevant AET policies and legislative requirements to panel members/Principals.
- To ensure written documentation is available to HR panels along with a quality administrative process to panel members/Principals at hearings. To ensure the team provides legally compliant HR letters and documents for case work and ensure information is logged on the HR Caselog and as appropriate on personal files.
- To keep up to date with developments in employment legislation and HR best practice & identify and communicate developments and good practice to members of the HR team and relevant stakeholders.
- To be proactive in identifying situations where safeguarding and child protection support is needed and to ensure statutory guidance and reporting is adhered to: alert the Head of HR Services and liaise as appropriate with LADO, Principals, designated safeguarding lead(DSL) and Regional Education Director where appropriate.
- To undertake, research and lead on strategic HR projects related to current employment trends as required by the Senior HR team.
- To liaise with legal insurers and solicitors regarding legal and procedural issues, compiling evidence for use in Employment Tribunals, Personal Injury claims, etc.
- To participate in Principal and Regional Education Director meetings to review the HR service, providing management information on the KPIs, and offer an opportunity for feedback to ensure a proactive HR service that supports continuous school improvement.
- To be responsible for the compliance and pre-employment screening process for the region ensuring the Single Central Record is up to date in line with all statutory requirements, safer recruitment and working together to safeguard children.
- To work collaboratively and attend the local JCC professional associations and employee representatives where required to ensure productive and proactive dialogue to facilitate change, resolve conflict and promote a positive working environment.
- To provide cover as required to ensure a proactive HR service across all regions.



- Attend regular HR meetings with the Senior HR Team to develop service provision, share good practice and maintain consistency of service. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of AET provided that they are consistent with the nature of the post.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Trust.
5. There may be occasions when it will be necessary to cover other roles within the region or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.



Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> Degree level or equivalent with a relevant professional qualification, full (CIPD) qualification or equivalent or relevant experience 	<ul style="list-style-type: none">
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> Must have significant, proven HR advisory experience Experience of conducting and advising at disciplinary/grievance/redundancy meetings/hearings A proven track record of dealing with complex HR issues Knowledge of TUPE legislation Knowledge of Human Resources policies and procedures 	<ul style="list-style-type: none"> Education HR experience Knowledge of the education sector Experience of dealing with HR in a multi-site organisation Knowledge of safer recruitment/safeguarding/child protection
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> Regional team HR adviser, HR administrators and apprentice 	<ul style="list-style-type: none">
	Forward and strategic planning	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Abilities	<ul style="list-style-type: none"> Ability to use at least an intermediary level Microsoft Office including Word, Excel and Outlook or equivalent and google 	<ul style="list-style-type: none">



		<ul style="list-style-type: none">● Ability to use databases and experience of data entry● Work effectively as part of a team● Ability to be proactive and prioritise work● Ability to produce accurate correspondence and identify errors● Ability to produce and understand statistics and collate these in reports for distribution	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">● Have strong interpersonal skills● Ability to work independently	
	Values	<ul style="list-style-type: none">● Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Show a commitment to promoting the welfare and safeguarding of children and young people● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	



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