

Job Title:	People Partner
Job Grade:	Band 9
Reports To:	People Director
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of management, People Team, employees, external agencies and partners

Job Purpose

To provide effective and evidence-based People solutions, support and advice across the Education Village Academy Trust (EVAT); to enable the business to deliver its people strategy and address its people challenges.

Key Responsibilities and Accountabilities

You will be required to work collaboratively to meet the expected outcomes of this key role:

1.	Advise and coach managers on the application and interpretation of People policies and procedures in accordance with current and proposed employment legislation, to ensure consistency, accuracy and best practice
2.	Provide high quality advice and guidance directly to managers to facilitate the early resolution of difficult, complex or sensitive employee relations issues, ensuring that the risks associated with such cases are effectively managed
3.	Support the management of complex employee cases relating to disciplinary, grievance, performance and sickness absence. This includes providing advice to managers on policy/procedure and legislation, liaising with Occupational Health, supporting formal investigations and hearings
4.	Actively contribute to the development and implementation of new policies, procedures and practices and review in line with legislation, current best practice and EVAT's requirements
5.	Work closely with People Director to support, implement and embed new strategies and initiatives across EVAT in line with both the Organisational and People strategic plans

6.	Lead in the management of change issues, leading in formal consultation exercises and processing information such as TUPE due diligence and redundancy calculations
7.	Build and maintain excellent relationships with Senior Leaders throughout EVAT in order to understand the Academies and have a collaborative and pro-active approach to solving people issues
8.	Initiate innovative forms of People service delivery and identify improvement opportunities to maintain and develop the People service provision
9.	Keep up to date with relevant Government policy developments and legislation, and the best practice of relevant organisations, ensuring the Trust complies with legislation and adopts prevailing best practice wherever appropriate. Identify policy change and initiate appropriate plans to consult, negotiate and inform the workforce and their representatives
10.	Contribute to the development of Trust wide policy and projects by leading and joining working parties, delivering staff training and communicating and implementing at Trust and project level
11.	Participate in ad hoc project work to support the delivery of the Trust's Strategic Plan and associated people strategies
12.	Undertake continuous professional development including participating in performance reviews and attending training as/when required

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Qualifications	Essential or Desirable
Qualification in Human Resources Management (Level 5 or above) or equivalent experience	E
Postgraduate Diploma or Master's degree in Human Resources Management	D
CIPD Associate or Chartered Membership	D
Skills	Essential or Desirable
Proficient in Microsoft Office programmes	E
Experience of using HR and Payroll systems	E
Ability to collate, manage and analyse data to provide organisational insight through trends and themes	E
Proactive and solution focused to achieve results	E
Knowledge / Experience	Essential or Desirable
Ability to coach and advise managers and employees on all people matters	E
Proven record of collaborative working with Executive/Senior Management and external stakeholders	E
Thorough knowledge of employee relations, employment legislation, policy and procedure	E
Experience of engagement with Trade Unions and/or employee voice panels	D
Ability to interpret policies, procedures and situations in order to identify pragmatic solutions / recommendations	E
Experience of dealing with matters confidentially and sensitively with a sound knowledge of GDPR	E
Experience of organisational transformational programmes including (but not limited to) TUPE, change management, and digitalisation of services.	E
Working knowledge and experience of working within the education sector	D
Awareness of child protection / safeguarding issues	E
Experience of School Management Information Systems (e.g. SIMS)	D