

# OMEGA MULTI-ACADEMY TRUST

DIRECTOR OF HR

## JOB DESCRIPTION & PERSON SPECIFICATION



# **OMEGA MULTI-ACADEMY TRUST**

## **DIRECTOR OF HR**

### **JOB DESCRIPTION**

|                               |   |
|-------------------------------|---|
| <b>Hours:</b>                 | Full time (37 hours per week), Full Year, 25 days holiday + bank holidays   |
| <b>Proposed Salary Range:</b> | Grade 11, NJC pt 42 £45,859 to pt 45 £48,863 (Actual salary is dependent on skills & experience)  |
| <b>Closing date:</b>          | Thursday 28th October 2021 (noon)   |
| <b>Interview date:</b>        | Tuesday 9 <sup>th</sup> November 2021   |
| <b>Application Method:</b>    | Visit <a href="http://www.omegamat.co.uk/recruitment">www.omegamat.co.uk/recruitment</a> and email a completed application form to <a href="mailto:catherine.duffy@omegamat.co.uk">catherine.duffy@omegamat.co.uk</a> |

This is an exciting opportunity to join a developing Multi-Academy Trust of six schools. The role is intended to be part of the MAT's Executive Team, leading the developing central services function and will evolve with the Trust, which is in its fourth year, having been established in January 2018. The Trust's strategic objectives focus on providing the best possible school experience for its pupils and staff, aiming to be the best employer possible. The role will be based in the Omega Teaching Centre, in West Warrington, however the ability to travel to individual schools is a necessity. The purpose of the role is to provide a comprehensive HR service for over 500 staff within the Omega Multi-Academy Trust. This role will lead the HR Central Service team and cover all aspects of people management. HR support is currently provided externally by the Schools People and Payroll by the Warrington Borough Council Payroll Services.

**REPORTS TO** CEO

**RESPONSIBLE FOR** HR Officers

**WORKING RELATIONSHIPS** Executive Leadership Team and relevant external support providers.  
All Staff: Central team, Headteachers, teachers and support staff  
Finance Team and Payroll provider

### **JOB PURPOSE**

- To provide strategic direction for the Trust's HR Central Service in particular and contribute more widely to the Trust as a whole as part of the Executive Team.
- To lead an efficient and effective HR Central Service to ensure a competent support function for academy leaders on any matters relating to staff employment, liaising as appropriate with the relevant associations, payroll and pensions providers.
- To ensure the HR Central Service complements school-based functions and operations and the division of roles and responsibilities are clear for all.
- To establish and maintain an overview of the central and school staffing profiles to inform succession planning, talent spotting and appropriate staffing models.
- To review all HR-related policies and advise the Executive Leadership Team on all HR matters and related administration and employment law, supported by the Schools People as required.
- To lead all aspects of contractual change from recruitment to termination, including pensions, pay and leadership awards, flexible working requests and maternity leave, advising academy leaders as necessary.

# PRINCIPAL RESPONSIBILITIES

Principal responsibilities of the successful candidate will be:

## 1. Human Resources Strategy

- To provide a strategic overview of Trust-wide HR to inform Trustees and the Executive Team.
- To review the Trust's People Strategy annually, following a full self-evaluation process.
- To review systems and practice regularly to maintain an efficient and effective service.
- To provide an overview of staffing profiles and planned areas for development, incorporating proactive strategies for talent spotting, succession planning and leadership capacity review.
- To advise on national policy changes and research guidance on employment law as needed.

## 2. Human Resources Policy and Administration

- To ensure all HR-related policies are up-to-date and reflect the Trust's values and review with the JCNC.
- To ensure the HR team's accurate record-keeping and administration.
- To lead Staff Well-Being Strategy for the Trust, including annual survey and staff voice activities calendar.
- To advise on and review common elements of staff handbooks and communication, ensuring regular reminders are provided centrally for all leaders on policy, conduct and legal change.

## 3. Staffing Contacts and Associated Administration

- To ensure an accurate Trust-wide staff database is maintained.
- To maintain necessary documentation for employment, pay, pensions and staff benefits.
- To lead recruitment, overseeing the appointment process, including acting as interviewer.
- To lead the employment process, including appropriate appointment and induction.
- To monitor all DBS and Safeguarding employment checks and the academies' Single Central Record, in liaison with the Director of Safeguarding.
- To lead, plan and monitor required Safer Recruitment training for school-based interviewers.
- To lead all aspects of contractual change from recruitment to termination, including pensions, pay and leadership awards, flexible working requests and statutory entitlements (including maternity/paternity/adoption) and leave of absence.
- To monitor all aspects of staff absence and disciplinary management, advising leaders on policy, appropriate response and providing the Executive Team/Trustees with a regular overview.
- To undertake job evaluations across the Trust and advise on new roles, producing job descriptions and person specifications in the corporate format as required.
- To monitor all personnel files, ensuring new and any changes to conditions, leave entitlement, review dates for probationary period, etc. and ensure the school-based SIMS on-line system is accurate.
- To advise schools on GDPR training and compliance with regards to sharing data, storage and retention of employee documentation.
- To provide relevant information to the Payroll and Pensions providers and DfE/ESFA/RSC as required.

## 4. Professional Development and Staffing Support

- To lead the support function for academy staff on any matters relating to their employment.
- To liaise as appropriate with the relevant associations, payroll and pensions providers.
- To oversee procedures and paperwork for disciplinary, capability and grievances cases.
- To ensure the service's prompt action and support for employees on Occupational Health referrals, staff welfare and return, long-term sickness, redeployment, retirement, redundancy and dismissals.
- To provide regular communication with all staff on any HR-related matters and associated updates.
- To review the appraisal policies and processes for all staff, ensuring fairness and opportunity.
- To review an annual Trust-wide training plan for all levels of development, including the HR Team.

## 5. Human Resources Review and Reporting

- To review the HR Central Service's offer to schools to ensure it is effective and efficient.
- To provide a practical guide for leaders on role interface, communication with meeting/reporting cycle.
- To agree annual KPIs for and develop the HR Central Service as appropriate.
- To provide termly and annual reports on all staff-related matters for CEO, Trustees and LGBs.
- To provide information in preparation for and attend Trustee Board meetings.
- To ensure completion of statutory, ESFA and other returns and School Workforce Census.

## ACCOUNTABILITY

- To be responsible for all HR processes and procedures, through leadership of the HR Central Service.
- To advise the CEO, Executive Leadership Team, Trustees and Governors on all HR matters, providing accurate and prompt information and reports.
- To produce and review the Trust's 3-Year People Strategy with appropriate KPIs.
- To ensure the HR team's maintenance of correct, accurate and up-to-date staff records and database, which inform a current and detailed staff profile to facilitate leadership decisions.
- To provide accurate pay details and advice on request for all leaders and employees.
- To work with the trade unions through the JCNC, contributing to HR matters and policy review, including pay and appraisal policies.

## PROFESSIONAL DEVELOPMENT

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting Human Resources.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff.

## GENERAL

This job description is subject to special employment conditions relevant to working in school, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and Promoting the welfare of Children and young People: adherence to academy policies and procedures at all times.
- Health and Safety: compliance with academy policy and taking responsibility for relevant risk assessment and personal H+S.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with academy policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

The post-holder must uphold the Trust's ethos and values, promoting the safety, happiness and well-being of staff and students of the academy.

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time after consultation with the post-holder. Employees of the Trust will be expected to comply with any reasonable request from the Executive Leadership Team/direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the Trust.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role. Employees are expected to participate fully in the staff appraisal review process.

The Trust is committed to the safeguarding of young people and candidates will be expected to adhere to these expectations. Appointment is subject to satisfactory pre-employment checks and enhanced DBS clearance.

This post is subject to a six-month probation period.

## PERSON SPECIFICATION

### DIRECTOR OF HUMAN RESOURCES

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>QUALIFICATIONS/TRAINING/KNOWLEDGE</b>  |           |           |
| Relevant HR qualification, e.g. CIPD (lev 7) and/or significant current experience at high level              | ✓         |           |
| Have a high standard of education, literacy and numeracy (minimum equivalence of GCSE C/5+ English and Maths) | ✓         |           |
| Be a member of the Chartered Institute of Personnel and Development   |           | ✓         |
| Has demonstrable knowledge of the Academy sector  |           | ✓         |
| Relevant and recent personal and professional development   | ✓         |           |
| Up to date working knowledge of employment law  | ✓         |           |
| Safer Recruitment training certification  |           | ✓         |
| Full DBS clearance  | ✓         |           |
| Full UK Driving Licence   | ✓         |           |

|   |   |   |
|---|---|---|
| <b>EXPERIENCE AND SKILLS</b>  |   |   |
| Understanding of Human Resources process, procedures and policies   | ✓ |   |
| A minimum of 5 years' experience in Human Resources at a senior level   | ✓ |   |
| Recent experience of leading staff teams  | ✓ |   |
| Successful experience of leading change   | ✓ |   |
| Experience working in the current educational environment   | ✓ |   |
| Experience of working with trade unions   |   | ✓ |
| Experience of administration related to Teachers Pension and Local Government Pension Scheme or be willing to undertake training. |   | ✓ |
| Good listening, oral and literacy skills  | ✓ |   |
| Record-keeping skills and information management  | ✓ |   |
| ICT literate  | ✓ |   |
| Time management and working to deadlines  | ✓ |   |

|  |   |  |
|--|---|--|
| Knowledge of employment law and education sector guidance and statutory requirements | ✓ |  |
| Knowledge of Equal Opportunities and Human Rights legislation                        | ✓ |  |
| Knowledge of Data Protection legislation, including GDPR                             | ✓ |  |
| Knowledge of Sectoral Pay and Conditions framework, payroll provision and pensions   | ✓ |  |

## COMPETENCIES

|  |   |  |
|--|---|--|
| Is an effective communicator with highly developed interpersonal skills  | ✓ |  |
| Able to work flexibly in order to support and advise meetings that might be outside the normal working day.            | ✓ |  |
| Is able to establish professional working relationships with Trustees/Directors/Executives and all key stakeholders    | ✓ |  |
| Adheres to and encourages in others professional standards of fairness and integrity                                   | ✓ |  |
| Is committed to safeguarding and promoting the welfare of children and young people                                    | ✓ |  |
| Is enthusiastic, self-motivating and able to prioritise and manage multiple work and deliver to deadlines              | ✓ |  |
| Enjoys being accessible, responsive and accountable to others  | ✓ |  |
| Is resilient and responds well to pressure, deadlines, interruptions and conflicting demands                           | ✓ |  |
| Maintains confidentiality and is able to remain impartial  | ✓ |  |
| Possesses a sense of humour, keeps a sense of perspective, and has the ability to maintain a healthy work/life balance | ✓ |  |
| A strong work ethic and commitment to task completion beyond normal working parameters as required on occasion         | ✓ |  |

## GENERAL REQUIREMENTS

|   |   |  |
|---|---|--|
| Commitment to the Trust's ethos and values  | ✓ |  |
| Commitment to providing a responsive and supportive service   | ✓ |  |
| Proactive in acquiring and understanding changes to HR-related law and guidance, including training as required to benefit the role | ✓ |  |