

Job Profile

Role: HR Business Partner

Grade: 6

SPC: 24-29

Contract: Full time 35 hours per week

Reports to: Senior HR Business Partner

Job Focus

The HR Business Partner will play a pivotal role in aligning business objectives with employees and management in designated Academies across the Trust. As a strategic partner, the HRBP will provide comprehensive human resources support by leveraging HR expertise to drive organisational performance and employee engagement. This role works closely with senior leadership to influence and implement HR strategies that support our goals, fostering a high-performance culture, improving organisational effectiveness, and ensuring compliance with employment laws and policies.

Core Responsibilities & Tasks

Strategic HR Support

- Partner with key stakeholders to understand their needs and business objectives.
- Provide guidance on strategic workforce planning, talent management, and organisational design.
- Contribute to the development of HR strategies that align with business goals and drive growth.

Employee Relations and Engagement

- Act as a trusted advisor to employees and management, addressing concerns and resolving issues.
- Support the development and implementation of employee engagement initiatives to drive high levels of employee satisfaction and retention.
- Foster a positive work environment by promoting open communication and addressing conflicts early.
- Providing support to leaders and line managers in the application of the Staff Attendance procedure; including referrals to occupational health, attendance at sickness review meetings, ensuring all follow up actions are completed.
- Recording staff absence on the relevant databases and systems

Performance Development

- Guide managers in implementing effective performance management processes.
- Provide coaching on setting clear expectations, conducting performance appraisals, and offering constructive feedback.
- Assist in identifying and addressing performance gaps and talent development needs.

Change Management

- Support organisational change initiatives by providing guidance on communication, employee impact, and transitions.
- Work with leadership to navigate changes in structure, culture, or business priorities.

Compliance & Legal Adherence:

- Ensure compliance with all employment laws, regulations, and company policies.
- Stay updated on industry trends, employment laws, and best practices in HR.
- Assist in addressing employee relations issues, conducting investigations, and implementing corrective actions when necessary.
- Ensuring all changes to staff contracts of employment are communicated in a correct and timely manner to enable changes to pay.

Data-Driven Decision Making:

- Utilise HR metrics and analytics to assess trends, identify issues, and recommend actions.
- Prepare reports and presentations for senior leadership on HR performance, employee engagement, turnover, and other key metrics.

Recruitment and onboarding:

- To advise leaders in the recruitment process ensuring all appropriate documentation and approval is completed.
- To provide administrative support across the recruitment process including conducting exit interviews, advertising vacancies, arranging interviews, liaising with applicants, following the safer recruitment process, drafting offer letters and contracts of employment, ensuring all payroll documents are completed.
- Carrying out all pre-employment checks for new staff in accordance with KCSIE, ensuring all documentation is received and recorded correctly.
- Liaison with stakeholders to ensure that new staff are fully onboarded with relevant information, policies and training.

In addition

- Maintain accurate and up to date staff records and files on all relevant databases and systems in compliance with GDPR.
To work with other HR staff in developing, arranging and administering staff induction process.
- Produce and analyse personnel data, including provision of reports for the senior leadership team, committees and external agencies.
- To assist in HR strategic projects
- To undertake any other duties commensurate with the grade of the role

This job profile is accurate as of 27.11.2024.

Person Specification

Qualification & Experience	Essential	Desirable
Bachelor's degree in Human Resources, Business Administration, or a related field.		x
CIPD Level 5 (or working towards) qualification or equivalent.	x	
Minimum 5 years of experience in a HR role, with at least 2 years in a HR Business Partner position.		x
Demonstrated experience in employee relations, including conducting investigations and resolving issues.	x	
Experience in managing recruitment processes end-to-end, including onboarding and pre-employment checks.	x	
Proven track record of utilizing HR metrics and analytics to drive decision making.	x	
Experience of working in a HR role within the education sector		x
Experience of working in a unionised environment		x
Experience in developing and delivering training and development programs		

Skills & abilities	Essential	Desirable
Strong knowledge of employment laws, regulations, and best practices.	x	
Excellent interpersonal and communication skills, with the ability to liaise effectively with stakeholders at all levels.	x	
Ability to handle sensitive employee relations issues with discretion and professionalism.	x	
Proficient in HRIS systems and MS Office Suite, including Excel for data analysis.	x	
Strong organisational skills with the ability to manage multiple priorities and deadlines.	x	
Strong ability to think strategically, identifying HR Solutions that drive business results and company goals	x	
Excellent interpersonal and communication skills, with the ability to influence stakeholders at all levels, including senior management.	x	
Strong organizational skills with the ability to manage multiple priorities and meet deadlines in a fast-paced environment.	x	

Personal Attributes
High level of emotional intelligence, with the ability to understand and manage one's own emotions and those of others.
Strong ethical standards and the ability to maintain confidentiality and handle sensitive information with discretion.

Ability to work under pressure, adapt to changing circumstances, and demonstrate resilience during challenging situations.

Self-starter with a strong drive to make a positive impact on the business and employee experience.

Collaborative and able to work effectively in a team, fostering a positive and inclusive work culture.