

# Trust HR and Governance Manager

Post Title	Trust HR and Governance Manager
Responsible to	This post is responsible to the Trust Financial and Operating Officer
Grade	£50,000 - £55,000
Line Management Responsibilities	Administrative Officers
Working Hours	36 Hours 40 mins Per Week  FULL YEAR or term-time plus can be considered (Note the salary will be pro-rated accordingly)
Purpose	<p>Under the direction of the Trust Financial and Operating Officer, the Trust HR and Governance Manager will be responsible for</p> <ul style="list-style-type: none"><li>• Ensuring that the Trust's Human Resources policies, systems and processes demonstrate best HR practice and are applied consistently across the Trust. The role holder will lead on Trust wide HR projects with specific responsibilities for Crompton House Church of England School.</li><li>• To be responsible for the effective liaison between the Trust and its academies to ensure that the full benefits of collaborative partnership are realised. The role holder is responsible for the provision of strong and effective governance arrangements across the trust and includes high quality support for the Trust Board.</li></ul>
Key Areas of Responsibility	<ul style="list-style-type: none"><li>• Support the setting and implementation of an HR and People Strategy that supports the objectives of the Trust.</li><li>• Support the development of and maintain a suite of HR policies that supports the objectives of the Trust, ensuring these are implemented consistently across the Trust.</li><li>• Ensure a consistent approach to recruitment, support and management of staff across the Trust as one single employer.</li><li>• Provide business focused advice in line with strategy, policy, employment law and good practice and will also support broader HR projects.</li><li>• Ensure that appropriate and informal meetings and external referrals take place in accordance with the relevant HR Policies and employment legislation e.g. sickness, disciplinary, capability and provide advice as requested.</li><li>• Provide appropriate reports and recommendations to the academies' leadership teams and/or the Trust relating to HR matters as and when appropriate</li></ul>

- Provide academy staff with advice and guidance on all staff related policies
- Establish professional and effective working relationships with regional and school-based Trade Union officers and representatives.
- Attend formal staff meetings called under HR policies as the HR Advisor, including meetings that lead to dismissal.
- Provide the leadership team with feedback and support in improving employee engagement levels.
- Identify the need for and deliver training interventions for people managers in HR skills and knowledge, with the support of the Trust Financial and Operating Officer.
- Prepare welcome materials and induct new staff as appropriate.
- Working with the officers responsible for supporting recruitment activities ensure that the Trust recruitment processes comply with the Trust Safer Recruitment Policy, employment legislation and best practice.
- Ensure recruitment is carried out in a manner which is professional, reflects the school and Trust's values and is supportive of candidates.
- The end to end process incorporates: Clarifying the exact role requirements, drafting adverts, identifying appropriate attraction methods, preparing for shortlisting, pre -employment screening and contractual documentation and payroll notifications.
- Manage staff absence in line with Trust policy, completing return to work interviews and referrals.
- Ensure that performance management and appraisal processes are being followed and documented.

#### **Governance:**

- Develop and oversee Governance Compliance and Regulatory Support for the Trust Board and Local Governing Bodies.
- Secure effective organisation, administration and compliance of Local Governing Body governance including but not limited to the composition of governing bodies, succession planning, governors' records, governor attendance, governor meeting dates, meeting documentation, meeting outcomes, maintenance of communication systems and publication of governor information
- Ensure that the Trust complies with the Articles of Association in relation to governance.

#### **Generic Responsibilities:**

- To undertake related clerical and administration tasks as required
- To immediately report any concerns with regard to health and safety and child protection.

- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the MAT.
- To be aware of and comply with the codes of conduct, regulations and policies of the MAT and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.
- To support and to contribute to whole School events as and when required.
- To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.
- To attend and participate in relevant meetings as appropriate.
- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the Trust.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you carry out any other reasonable duties or requests of your Line Manager, that are in keeping with this post or as may be determined from time to time by the Chief Executive Officer

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

***The Directors and Local Governing Bodies are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.***

**SIGNED (POSTHOLDER) .....**

**DATE .....**

Criteria	Essential	Desirable	Tested By
<b>Education and Training</b>			
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification and Credit Framework	✓		D
CIPD Level 7 or equivalent	✓		D
Educated to Degree Level or equivalent		✓	D
<b>Experience</b>			
A minimum of three years in a Management role within the profession	✓		A/I
Extensive experience of using ICT through databases and electronic communication	✓		A/I
Experience managing the HR Admin function	✓		A/I
Experience of line managing and supervising HR professionals	✓		A/I
Current experience of schools HR, working within or directly with schools dealing with HR matters		✓	A/I
Experience of collecting paperwork, maintaining records and producing reports	✓		A/I
Excellent communication skills in writing and orally at all levels	✓		A/I
Experience dealing with trade unions and their representatives	✓		A/I
Experience of the TUPE process		✓	A/I
<b>Knowledge, Skills and Abilities</b>			
Detailed knowledge and understanding of employment law and recommend and good practise	✓		A/I
Ability to set and maintain the highest standard of professional relationship and behaviour with students and staff	✓		A/I
Ability to work effectively both in collaboration with other professionals/teams and also on own initiatives	✓		A/I
Ability to think laterally and to adapt to changing situations in a measured and flexible manner in order to adapt the advice and guidance provided to suit any change in circumstance whether legislative or structural related	✓		A/I

Be able to work in an organised and methodical way and have sound organisational and co-ordination skills with accurate attention to detail	✓		A/I
Ability to work effectively both in collaboration with other professionals/teams and also on own initiatives	✓		A/I
Knowledge of school governance		✓	A/I
Proactive analysis, interpretation and recommendations on key HR metrics	✓		A/I
Ability to create strong working relationships with stakeholders, Trustees, students, staff, parents and the local community	✓		A/I
<b>Personal Qualities</b>			
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external 3rd parties	✓		A/I
Excellent organisational skills/time management/ability to prioritise and organise own workload/able to work to deadlines	✓		A/I
Willingness to learn new skills	✓		A/I
Self-motivated with a positive 'can-do' approach to work	✓		A/I/R
<b>Other</b>			
The ability to use effective feedback to improve personal performance	✓		I
Commitment to Safeguarding and promoting the welfare of children and young people	✓		A/I
Flexibility to attend occasional evening meetings	✓		A/I
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓		D/A/I

**Key: I = Interview R = References A = Application D = Documentation**