**JOB DESCRIPTION**

**Post:** Senior People Business Partner

**Responsible to:** Director of People - Trust

**Hours:** 37

**Primary Job Purpose:**

* To deliver an excellent PEOPLE service to all of London South East Academies Trust stakeholders, with particular attention to customer service, timely and accurate information.
* To provide professional advice and support to line managers, Head of Schools/Headteachers, Deputy CEO Academies Trust and other staff, covering a full range of the employee life cycle including – recruitment and selection, inductions, performance management, PEOPLE/Employee Relations casework e.g. Grievances, disciplinaries, sickness absence etc. Across designated responsibility areas.
* To manage the PEOPLE/ER case list actively and accurately recording progress against each case being managed within the PEOPLE team.
* To ensure the fair and consistent application of Trust policies and procedures based upon up-to-date employment legislation and best practice PEOPLE principles by actively coaching line managers and attending any Head of School/Headteacher meetings to provide a proactive PEOPLEBP service.
* To act as PEOPLE support/adviser across designated responsibility areas in relation to all aspects of the employee lifecycle, including organisational change initiatives e.g. Team/department restructures, TUPE transfers, Outsourcing arrangements etc.
* To provide professional advice and support to managers in relation to the Trust’s Performance Management process covering Induction, Appraisals, Probation processes, Competencies and Performance Improvement Plans.
* Support the recruitment process within areas of responsibility as well as supporting Trust-wide recruitment initiatives e.g. Recruitment fairs.
* To support the achievement of applicable PEOPLE department targets as identified in the PEOPLE Business/ Strategic Plan.
* Providing guidance to Schools in PEOPLE matters so that their awareness of quality benchmarks and best practice informs their decisions to improve on their current performance against best practice standards.
* Working collaboratively with Head of Schools/Headteachers and Deputy CEO Academies Trust to achieve solutions and ensure the core PEOPLE function adds value to the Trust it serves.
* Building and maintaining effective relationships with the Head of Schools/Headteachers, Deputy CEO Academies Trust, line managers, employees, trade union and employee representatives, and external parties and suppliers.
* To update and write policies and procedures.
* To ensure Head of Schools/Headteachers, Deputy CEO Academies Trust and Staff are appraised of legislative and policy requirements concerning the full range of PEOPLE services including organisation design, performance appraisals, promotions, job evaluation, recruitment, occupational health and flexible working.
* Providing high quality advice and information to Schools/Headteachers, Deputy CEO Academies Trust and line managers on all areas of people management in a timely and consistent manner to support their effective delivery of the curriculum and business objectives.
* Contributing to projects and tasks requiring a people management input and leading or contributing to inter-school projects and working groups as required.
* Design training and run workshops/briefings on people management issues, recruitment, new policies, and projects as required.
* To obtain information/data and carry out research for preparation of reports/projects as required for Schools/Headteachers, Deputy CEO Academies Trust and line managers.
* To provide PEOPLE metrics, analytical information and write reports using data sources.
* To provide workforce reports.

## Significant Contacts and Relationships:

* Director of People - Trust (as line manager)
* Group Chief People Officer
* PEOPLE Team colleagues and direct reports
* Deputy CEO Academies Trust
* Head of Schools/Headteachers
* All members of staff, outside agencies and general public
* Participation in any Trust working parties and focus groups as required

**Principal Accountabilities within designated responsibility areas:**

**Line Management**:

1. To line manage direct reports within your designated area, including appraisals, management of leave, continuous professional development and oversight/management of workloads.
2. In addition, responsibility for mentoring specific employees tpeopleough their professional studies and/or apprenticeships.

**Performance Management**:

1. Supporting the Trust’s Performance Management process ensuring performance management reviews and probationary review procedures and processes are carried out effectively by line managers/Head of Schools/Headteachers tpeopleough the provision of accurate and up-to-date data, to support the process and appropriate coaching.
2. Working with line managers/Head of Schools/Headteachers to support the achievement of performance management targets and to ensure that all managers monitor and address poor performance where this exists.
3. Analysis of data to identify issues where PEOPLE input is required e.g. Poor performance, high absence rates, high turnover concerns and reasons for leaving, highlighting potential issues to managers and providing support and guidance on how best to overcome such issues.

**Management of Organisational Change:**

1. Provide support and guidance to line managers/Head of Schools/Headteachers to implement organisational changes e.g. Restructuring exercises, staff consultations, efficiency savings, redundancies, quality improvements etc.
2. Ensure that all line managers/Head of Schools/Headteachers feel supported tpeopleoughout all PEOPLE related processes and actions are carried out in accordance with the relevant policy.
3. Support the creation and updating of PEOPLE policies, procedures and systems, ensuring that best practice and up-to-date employment law is adhered to at all times.
4. Act as a Change Agent to support the Trust to achieve changes considered essential by the Trust and Deputy CEO Academies Trust.

**Attendance Management:**

1. Supporting absent management processes including supporting managers to manage staff tpeopleough formalised ill health capability procedures.
2. Utilising the Group’s Occupational Health Service where appropriate.
3. Professionally supporting the PEOPLE Advisor/PEOPLE Apprentice to deal with PEOPLE issues e.g. Maternity, paternity, adoption, special leave and flexible working.

**Case Work:**

1. Oversee all employee relations cases raised within designated areas e.g. Grievances, disciplinaries etc.
2. Ensure all PEOPLE Policies and procedures are fully adhered to in regard to managing the Case list.
3. Ensure that the employee relations case list is kept up-to-date and attend regular in-house case conferences with the Chief People Officer.
4. Support line managers/Head of Schools/Headteachers with all employee relations matters including attendance at disciplinary, capability and grievance meetings/hearings.

**Capacity:**

1. Provide PEOPLE input to recruitment and selection processes including attending interviews within schools if requested.
2. Provide support for workforce planning activities, to enable line managers/Head of Schools/Headteachers to plan ahead for major change programmes and other staff resource requirements likely to have an impact.
3. Provide PEOPLE advice and support with regard to a variety of workforce planning solutions e.g. Role redesign, job share, job rotation, flexible working.

**Professional Development:**

1. Support direct reports to achieve targets associated with their Performance Management Review processes.
2. Ensure mandatory and statutory training targets are met within schools.
3. Support a culture of CPD across the Trust tpeopleough coaching and training of staff on PEOPLE best practice and associated policies.
4. Support Talent Management initiatives aimed as supporting long-term sustainability.

**Managing Self**

* To actively develop his/herself tpeopleough staff development and training.
* To undertake any other duties consistent with the key objectives and/or duties of the post.
* To be flexible across the working week to provide an effective service across all of the Corporation sites and subsidiary companies.
* Contributing to a positive and constructive environment within the PEOPLE.
* Responsible for maintaining own continuous professional development (CPD) and knowledge of ‘best practice’ in the Human Resources & Organisational Development.
* Identifying CPD opportunities for and sharing best practice with others in the Trust PEOPLE function.
* Continuously strengthening effective interpersonal and leadership skills.

**General:**

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All Group employees are required to undertake the following general duties:

* Support all Equality and Diversity initiatives to address any imbalance of staffing complement.
* To work with PEOPLE colleagues to develop a high quality PEOPLE service.
* To provide the Director of PEOPLE - Trust with regular reports on PEOPLE activity against agreed targets.
* Dealing with day-to-day general enquiries in an efficient and respectful manner which supports targets associated with excellent customer service.
* To provide operational cover to ensure the smooth running of the PEOPLE function.
* To support the development of policies and procedures and PEOPLE practices/systems tpeopleough maintaining up-to-date knowledge of employment legislation and PEOPLE best practice.
* Carry out such other duties as may be reasonably requested by the line manager, or any senior manager

**PERSON SPECIFICATION: PEOPLE BUSINESS PARTNER**

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| **Qualifications:** | **Essential** | **Desirable** |
| Educated to good general level (minimum level 5/GCSE A-C in English and Maths or equivalent) or 2/A level qualifications | ✓ |  |
| Graduate or Equivalent | ✓ |  |
| MCIPD qualified (or Equivalent) | ✓ |  |
| Evidence of continuing professional development |  | ✓ |

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| **Knowledge and experience:** | **Essential** | **Desirable** |
| High level of experience of using Microsoft Office packages  | ✓ |  |
| Experience of using PEOPLE software solutions  |  | ✓ |
| Experience of working in a busy and complex PEOPLE department, in a generalist role or an PEOPLE business partner role. | ✓ |  |
| Experience of working within the education sector |  | ✓ |
| Understanding of recruitment and selection principles | ✓ |  |
| Knowledge of UK employment legislation and the ability to interpret and provide advice on employment law, policy and practice | ✓ |  |
| Experience of advising a range of managers and leaders on a wide range of issues including remuneration, terms and conditions, recruitment, employee relations and general staffing issues | ✓ |  |
| Experience of providing advice on PEOPLE case work up to Employment Tribunal appeals | ✓ |  |
| Supervisory experience  | ✓ |  |
| Experience of performance management and working within defined policies and procedures and best practice | ✓ |  |
| Experience of supporting organisational change | ✓ |  |

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| **Skills and competencies:** | **Essential** | **Desirable** |
| Good communication/interpersonal skills | ✓ |  |
| Ability to work flexibly and supportively as part of the PEOPLE team, suggesting improvements, sharing good practice and positively promoting the role of PEOPLE in the Trust | ✓ |  |
| Good verbal and written skills | ✓ |  |
| Professional and diplomatic skills | ✓ |  |
| A working knowledge of and ability to use computerised PEOPLE systems, word processing and spreadsheet packages | ✓ |  |
| Good numeracy skills  | ✓ |  |
| Excellent organisational skills | ✓ |  |
| Excellent customer service skills | ✓ |  |
| Good research and analytical skills | ✓ |  |
| Good influencing skills | ✓ |  |
| Mentoring and coaching |  | ✓ |

**Other qualities:**

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|  | **Essential** | **Desirable** |
| Professional and approachable | ✓ |  |
| Ability to cope within a pressurised busy environment | ✓ |  |
| Ability to meet very tight deadlines  | ✓ |  |
| Ability to multi-task, prioritising where necessary | ✓ |  |
| Tactful and diplomatic | ✓ |  |
| Ability to use own initiative and be solution focused | ✓ |  |
| To work as part of a team and provide support to colleagues | ✓ |  |
| Flexibility in approaching work situations | ✓ |  |
| Able to work confidentially  | ✓ |  |
| Competent in dealing with difficult situations | ✓ |  |
| An understanding of, and commitment to, the Trust’s Equality and Diversity policies | ✓ |  |
| Prepared to operate in accordance with the Trust’s Policies e.g. Health & Safety, Safeguarding etc. | ✓ |  |