

## Job Description

<b>Job title:</b>	HR Business Partner
<b>Group:</b>	Finance & Corporate Services
<b>Dept/Project/Service:</b>	Human Resources
<b>Reports to:</b>	HR Operations Manager
<b>Responsible for:</b>	N/a
<b>Usual office base:</b>	Reading (with travel to schools and other Ed Dev Trust locations)
<b>Grade:</b>	5

### Job purpose:

To champion, drive and embed the HR agenda by leading on the development and implementation of both strategic and operational HR solutions throughout the relevant business area to support long term growth and transformation.

This role will have specific responsibility and accountability for the HR agenda within the UK Independent Schools Group as well as supporting other cross business projects and initiatives.

### Job objectives:

1. Deliver a professional generalist HR service and implement agreed best practice HR policies and procedures across Education Development Trust, ensuring consistency and fairness and ensuring that line managers are provided with timely and accurate advice and guidance on employee relations and current legislation.
2. Work with the Independent Schools Lead and School Headteachers to develop and embed a strong and consistent 'people' culture across the schools group by implementing organisational structures that enable each school to run effectively combined with competitive and consistent terms and conditions of employment to all teaching and non-teaching staff across all schools.
3. Ensure that the Headteachers and Business Managers access the full range of Corporate HR operational support services in addition to HR Business Partner advice in order to maximise their utilisation of HR function.
4. Work with the Corporate Safeguarding Adviser to promote a strong and effective safeguarding culture across all three schools ensuring compliance with the Independent School Inspectorate (ISI) regulatory requirements and corporate safeguarding policies in the UK.

5. Provide HR input to the Principal's Strategy Group as required, providing HR advice and support to the Principals' both individually and collectively, supporting the Independent Schools Leadership Team as the subject matter expert on HR issues including employment law and maintain up to date knowledge of best practice and relevant legal frameworks to help inform business decisions.
6. Play a key role in the implementation of global HR initiatives within the agreed business area, understanding the needs of all stakeholders and ensuring alignment between the business area and organisational people strategy and plans.
7. Act as a 'change agent', identifying, planning, designing and implementing improvements to the people strategy within the agreed business area, working with the wider HR team to influence key stakeholders and embed the HR agenda.
8. Project manage and deliver change projects, managing the planning, development and implementation of this work and ensuring that change is embedded, engaging the wider HR team as appropriate, supporting consultation with relevant consultative and union bodies.
9. Support senior stakeholders with all aspects of the people strategy within the business area and providing expert support and guidance with the management of recruitment and complex employee relation matters.
10. Play a key role in the development and implementation of new HR policies to support corporate initiatives and work with relevant HR operational leads both in the UK and globally to ensure that existing HR policies and procedures are regularly reviewed and updated as appropriate
11. Prepare and present relevant HR metrics and management information (MI) to identify areas of concern, best practice or recurring trends, working at both a corporate and business level in order to implement relevant remedial plans to effect improvements in HR related business issues.
12. Take accountability for, and maximise the effective utilisation of, the HR management information system (*Business World On!*) at business area level in order to improve local management practices in respect of HR.

### Scope:

The role holder will need to be proactive, professional and self-motivated in order to deliver an excellent HR service to the business area, with the ability to liaise effectively with stakeholders at all levels both within Education Development Trust and externally.

The role will involve regular travel to the UK Independent Schools in Dulwich, Kent and Walton-on-Thames as well as time at our UK head office in Reading.

## Person specification:

### Knowledge

#### Essential:

- Associate membership of CIPD, supported by a Level 5 Diploma in Human Resource Management (or equivalent)
- Excellent knowledge of current UK employment law and legislation
- Broad knowledge of best practice HR solutions, ideally in a school or educational setting
- Knowledge of project management principles

#### Desirable:

- Chartered MCIPD
- Level 7 Diploma in Human Resource Management (or equivalent)
- Prince 2 project management qualification or equivalent
- A broad knowledge of the education sector in either the UK or in an international context

### Experience

#### Essential:

- Demonstrable experience of working as an HR Business Partner combining both strategic project work and operational activities
- Significant evidence of designing and embedding HR solutions to improve business delivery
- Evidence of providing expert HR advice to senior stakeholders
- Experience of producing and interpreting HR metrics
- Managing and delivering against a broad range of stakeholder expectations
- Demonstrable experience of line management

#### Desirable:

- Experience of either operating in a unionised environment and/or with an internal organisational consultative/communication body

### Skills

#### Essential:

- Exceptional interpersonal skills with the ability to build effective working relationships with internal and external stakeholders at a senior level
- Ability to prioritise and manage deadlines effectively
- Able to work both independently and as a team player
- Strong planning and organisational skills
- Highly effective influencing and negotiation skills
- IT literate and competent in all MS Office products

Competency Band: 3

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
<b>Excellence - Creating and Leading Success</b>	Delivering excellent service	Responding to change
<b>Integrity - Supporting and Building Trust</b>	Communicating with impact and empathy	Following through responsibilities
<b>Accountability - Delivering and Improving</b>	Continually improving	Delivering commercial outcomes
<b>Collaboration - Engaging and Partnering</b>	Building effective relationships	Influencing and negotiating

Job Family: Human Resources

***Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***