



STEP Head of HR

JOB DESCRIPTION

OVERALL PURPOSE OF THE POST:

This role will directly advise the STEP Executive Team and also Senior Leadership Team within STEP and so will provide strategic and operational leadership in all aspects of HR.

A key purpose of the role will be to develop an appropriate HR Strategy for STEP which includes recruitment and retention, training and CPD, talent management and equality and diversity. It is expected the postholder will develop strong relationships both internally and externally and will demonstrate the values of STEP at all times; this will include engagement with recognised Trade Unions.

The role will also be responsible for the oversight of payroll and pension provisions, and so over time it is expected that the postholder will build an efficient and effective team.

SPECIAL FEATURES:

The postholder shall be required to work in any of the locations within STEP Academy Trust as directed by CFOO.

MAIN DUTIES AND RESPONSIBILITIES:

- Throughout all activities and behaviours, demonstrate the values of STEP Academy Trust and work to support and promote STEP First;
- In conjunction with the STEP Executive team, design and lead the implementation of an appropriate HR Strategy for the Trust;
- Work closely with leaders and line managers to providing expert guidance on all HR matters;
- Develop and apply key performance indicators to inform people management strategies, and implement procedures to ensure adherence to legislation and internal policies;
- Overall responsibility for the recruitment process, ensuring procedures are compliant with safer recruitment and also budget constraints;
- Lead on job evaluation and review of STEP pay scales, ensuring equality of pay across the organisation;
- Develop and oversee the HR training programme for new line managers;
- In conjunction with line managers, ensure STEP has an appropriate induction programme for new joiners;
- Support the STEP Executive Team to implement successful change management initiatives;
- Ensure that recruitment and other HR processes and policies actively promote equality, diversity and anti-racism;
- Play a leading role in the on-boarding of new academies, particularly in relation to TUPE and engagement with Trade Unions;
- Oversee investigations and complex employee relations issues including restructures, redundancy, TUPE, mediation, absence management, disciplinary and grievance;
- Oversee employee engagement and employee benefits;
- Act as the externally facing representative for HR for the organisation;
- Stay up to date with relevant changes within the education sector and HR industry;
- Demonstrate an active commitment to their own professional development;
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust;
- Develop effective working relationships with Trade Unions and other staff representatives to ensure good employment relations;
- Regularly review all HR policies and procedures to ensure they are legally compliant, appropriate and in line with current best practice;
- Undertake any duties, consistent with this position, which might, from time-to-time, be assigned by the STEP Executive Team.



PERSON SPECIFICATION

<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Recognised CIPD qualification and/or equivalent experience of working at a senior management level in HR • Demonstration of an ongoing commitment to own professional development
<p>LEADERSHIP</p> <ul style="list-style-type: none"> • An enthusiastic leader, committed to ensuring the best possible outcomes for pupils • Ability to articulate clear vision for the organisation and its development • Someone with the ability to build a sustainable workforce of high-quality staff • Willingness to take and manage agreed levels of risk to deliver outstanding services • Someone who can provide clear guidance and advice for all colleagues, external partners and stakeholders • Experience of leading, motivating and managing staff
<p>COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> • Ability to forge effective internal and external working relationships at every level • An excellent communicator who is at ease with all stakeholders but particularly colleagues • Very strong negotiation skills and the ability to influence others to the benefit of the Trust
<p>EXPERIENCE AND KNOWLEDGE</p> <ul style="list-style-type: none"> • An ability to drive and deliver transformational and cultural change • Considerable experience of education sector • A clear understanding of educational legislation, the statutory framework for education, new innovations and developments and how these will affect the services that STEP Academy Trust must deliver • An understanding of the governance of charitable organisations and ensuring that best policy and practice is implemented to ensure compliance with charity and company law • In depth understanding of the requirements of academy conversion and sponsorship and, desirably, experience of this process • Track record of providing strong, independent advice to leadership teams
<p>MANAGEMENT OF FINANCE, PERSONNEL AND RESOURCES</p> <ul style="list-style-type: none"> • A proven ability to successfully manage all resources effectively • The ability to motivate staff to ensure high performance • The ability to translate a visionary/innovative concept into a practical implementation plan
<p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> • Commitment to the Values of STEP Academy Trust • An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation • An enthusiastic and motivational leader with strong morale building skills • The ability to drive forward change in a rapidly changing environment • Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner • Demonstrates emotional intelligence • A strong commitment to personal development for all staff including themselves • Evidence of a commitment to promoting the welfare and safeguarding of children and young people