



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>Post:</b>	HR Business Partner
<b>Salary Level:</b>	Grade 6
<b>Responsible To:</b>	Head of HR
<b>Base:</b>	Finham Park 2, Torrington Avenue. Flexibility is required to work out of any Trust site or other location to meet the needs of the organisation.

### Job Purpose

To work collaboratively with senior leaders to provide expert advice, guidance and support on a range of HR issues, including casework management, workforce planning and resourcing strategies.

### Main Duties and Responsibilities

1. To provide coaching, support and expertise in the management of all Employee Relations matters, including disciplinaries, grievances and capability, ensuring advice given is legally compliant and in line with the Trust's policies and procedures
2. To actively support absence management including involvement in absence management meetings, referrals to Occupational Health, capability meetings through to termination of contract.
3. To have a strong understanding of employment legislation and working practices in order to support managers and promote good employment practices.
4. To provide advice to managers on matters relating to change management and TUPE, including redundancy regulations, to ensure they are delivered in accordance with agreed requirements, are embedded effectively and benefits realised.
5. To provide advice on HR issues such as maternity, adoption, paternity leave, flexible working and annual leave in a timely and accurate way.
6. To support the Trust's resourcing strategy, including early careers ensuring high quality processes and a positive candidate experience.
7. To support the Head of HR in policy development, toolkits and strategies to improve HR practice in the Multi Academy Trust.
8. To support the Head of HR in talent, learning and development and reward strategies to address the schools needs and attract and retain talent where possible.
9. To support the Head of HR to identify, analyse and interpret HR related data, to continuously improve service and enable the Trust to deliver World Class education.
10. As required by the Head of HR, provide day to day line management and support to other members of the HR team including appraisals, sickness and performance management.





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11. Undertake project work at the discretion of the Head of HR.

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Date Reviewed: December 2022**

