



## HR Business Partner Person Specification

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People and requires all staff and volunteers to share this commitment.

<b>Responsible to</b>	Operations Director
<b>Grade</b>	7 (Range: £35,822 to £41,982 per annum)
<b>Hours</b>	37 hours per week all year round, applications on a flexible basis welcome
<b>Location</b>	Based at Keresley Newland Primary Academy (Central HR office) with a requirement to travel to undertake work at or for academies within the Trust

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience</li> <li>• CIPD qualified at Level 5 or above</li> <li>• Full driving licence and own transport</li> </ul>	A relevant postgraduate / CIPD Level 7 qualification
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Strong business acumen with the ability to develop HR solutions to support business outcomes</li> <li>• Proven ability to develop effective, productive relationships at all levels within the Trust and also with external organisations such as OH and Payroll.</li> <li>• Able to assess situations, including risk, and offer solutions which are aligned to achieving the aims of the organisation</li> <li>• Commercially astute with the ability to identify and quantify the financial impact of HR interventions</li> <li>• Competent in interpreting and providing advice on employment legislation and conditions of service to ensure compliance and best practice</li> <li>• Highly skilled communicator both verbally and in writing including the ability to construct concise, well-argued points in order to persuade and influence</li> <li>• Excellent organisational and planning skills</li> <li>• Able to support the development and implementation of strategic HR initiatives</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to demonstrate careful attention to detail and ability to check work for accuracy and quality standards</li> <li>• Ability to prioritise and work well under pressure to strict deadlines</li> <li>• Excellent ICT skills including use of Microsoft Office</li> <li>• Experience in negotiating with trade union representatives</li> <li>• Able to manage, motivate and develop colleagues</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in an HR Business Partner or HR management position</li> <li>• Providing advice, guidance and training in recruitment and retention, absence management, performance management, learning and development, employee relations and employee engagement</li> <li>• Managing complex casework, carrying out investigations and ensuring accurate supporting documentation is in place</li> <li>• Proactively supporting the development of policies and procedures in accordance with statutory requirements and organisational needs.</li> <li>• Working in a unionised environment and consulting with trade union representatives to achieve positive outcomes</li> <li>• Implementing policy to achieve outcomes which add value to the organisation</li> <li>• Fully utilise HR and business data to inform decision making and action planning.</li> </ul>	<p>Working in HR across a variety of sectors</p> <p>Terms and conditions of employment within education, including the School Teachers' Pay and Conditions Document, 'Burgundy Book' and 'Green Book'</p> <p>Working across multiple organisational sites</p> <p>Working within / advising a Multi Academy Trust</p>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• The impact that HR practices has on the achievement of organisational outcomes</li> <li>• The role of HR in relation to safeguarding in educational settings</li> <li>• Data protection and confidentiality</li> <li>• Equal pay and job evaluation</li> <li>• The impact of TUPE on HR practice post transfer</li> <li>• Project management skills</li> </ul>	



<b>Attitude and Personal Qualities</b>	<ul style="list-style-type: none"><li>• Committed to, and able to promote, the values of the Trust – Learners First, Its about Learning and No Barriers</li><li>• A professional role model who is committed to developing their own, and others, professional development</li><li>• Self-motivated</li><li>• Approachable</li><li>• Able to work calmly under pressure and withstand stress</li><li>• Ability to work flexibly, to attend meetings and INSET days as required</li></ul>	
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**Job description reviewed by: V Hastie Operations Director**

**Date: November 2022**