



# JOB DESCRIPTION



<b>Job Title:</b>	<b>HR BUSINESS PARTNER</b>
<b>Reports to:</b>	CEO South York MAT
<b>Grade:</b>	9
<b>1. MAIN PURPOSE OF JOB</b>	<p>Working in partnership with MAT Headteachers, SYMAT CEO, School Leadership teams, MAT external HR Advisors - provide operational and strategic HR support for all people issues in the MAT.</p> <p>Working with the CEO / Board formulate a MAT People Plan and work to embed this within the MAT Schools to support the MAT to achieve its targets and objectives.</p> <p>Ensure the MAT's HR policies, procedure and practice align with best practice and legislative requirements.</p>
<b>2. CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>	
i.	To be first point of contact for HR across the Trust. To support the development and delivery of effective and proactive HR services across the Trust which will include working flexibly to attend schools and may involve out of hours working and contact with staff / managers.
ii	To support the establishment of a MAT People Plan and work with schools and managers to deliver the plan.
iii	Provide specialist advice on matters relating to HR policy and practice, organisational culture, workforce and leadership development, change management and employee relations, across all aspects of the employment cycle.
iv	To provide specialist HR advice to managers on all aspects of change management ; including redundancy, restructures, contract changes, TUPE and new ways of working ensuring managers are aware of their legal responsibilities and the appropriate processes to follow,
v	To support schools with workforce planning, organisational design and succession planning. This may include working with a wide range of stakeholders and partners at all levels across the organisation.
vi	<p>To coach, advise and guide managers on all employee relations issues including grievances, disciplinary, attendance management, dignity at work.</p> <p>To signpost managers to people policies and guidance so they are confident in resolving people issues. To identify and agree appropriate support for high risk, complex cases which carry reputational or legal risk.</p>
vii	To support the delivery of an Occupational Health service throughout the Trust, work with schools to establish clear procedures and support for wellbeing.
viii	To collate case files needed to support Employment Tribunal Claims, attending tribunal cases as required.
ix	To provide support and guidance to managers to enable them to respond to Subject Access Request and Freedom of Information Requests.

xi	To monitor, review and analyse HR metrics across the MAT and individual schools and identify trends and areas of concern to identify appropriate interventions.  Using HR case management data, record and monitor trends in employment practices, advising on appropriate actions for directorate, liaising with relevant colleagues and sharing good practice across the Trust.
xii	To work in partnership with managers and the Trust's external HR Advisors to identify and recommend solutions to address specific Trust needs and if required amend and propose revised HR policy and processes.
xiii	Provide support and HR advice on safeguarding issues relating to child protection, which may lead to disciplinary investigations/hearings. Liaising with external officers and external agencies as required.
xiv	Provide support to all schools in respect of legislative requirements regarding safer recruitment and the conditions / advice detailed within KCSIE.
xv	To support the delivery of workshops, briefings etc. ensuring that line managers are appropriately equipped and supported in introducing and managing such changes.
xvi	To constantly challenge existing process and practices in order to promote continuous improvement towards the delivery of high quality services.
xvii	Contribute to the development of a customer focused service.
xviii	Undertake continuous professional development and horizon scan to ensure legislative and other changes which may impact upon our work are identified and implications and suggested actions are discussed with the SYMAT CEO.
xix	To work effectively with Local and Regional Trade Unions and recognise the importance of good TU engagement in order to implement change or resolve issues
xxi	To help the Trust be an organisation that promotes employee Wellbeing, Health & Safety and employee engagement.
xxii	Be a positive role model for the Trust, leading by example
xxiii	Represent the Trust as required.

3.	<p><b>SUPERVISION / MANAGEMENT OF PEOPLE</b></p> <p>No. reporting - Direct: 1    Indirect: 0</p>
4.	<p><b>CREATIVITY &amp; INNOVATION</b></p> <p>Creativity and innovation is required in the analysis/problem solving entailed in providing advice and guidance to Managers. The problems/issues will not be straightforward requiring the analysis of the context, interpretation of information, considerations of the HR implications of the options and advice on the most appropriate course of action to each individual case.</p> <p>The very nature of the role demands innovative thinking, tailoring procedures and processes so that they can be applied practically to enhance service delivery.</p> <p>A proactive approach to service delivery is an important aspect of the role and a range of training, mentoring, coaching solutions will need to be developed to enable managers to effectively manage their HR issues.</p> <p>Utilising management information interpret and identify options and associated risks associated for the Trust to consider in areas such as sickness absence, performance, disciplinary, organisational change. This will be within general guidelines but are at the discretion of the job holder.</p>
5.	<p><b>CONTACTS</b></p> <p><b>Internal</b></p> <p>The HR Advisor will need to develop good working relationships with colleagues across the Trust to ensure maximum effectiveness of resources and systems and 'joined up' service delivery.</p> <p>As the specialist within their field, they will have regular contact with employees, Managers. Senior Leadership Teams, TU representatives, and the Trust's external HR Advisors on all aspects of HR matters.</p> <p>They will support the resolution of matters that are contentious, complex and sensitive. The outcomes will have a direct effect on service delivery. The post holder will build relationships with managers so these managers have every confidence in the advice.</p> <p>May be required to attend hearings at formal stages and appeals with managers and/or Elected Members as necessary. This will be infrequent.</p> <p><b>External</b></p> <p>Face to Face, telephone and written contact with staff. These will also include Police and other agencies in safeguarding cases. Will also</p>

	<p>attend Employment Tribunals if required. These contacts will be contentious, complex and sensitive requiring tact and persuasion. The post holder will have regular contact with the Trust's occupational health provider.</p> <p>The HR Adviser will need to establish excellent working relationships with managers, staff and stakeholders and partners.</p> <p>Collaboration and co-ordination of work with other specialists and stakeholders.</p>				
<p><b>6.</b></p>	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p><b>Discretion</b> The job holder needs to decide upon the most appropriate HR advice for any given situation. This decision will be based on HR knowledge and experience and also knowledge of the organisational context within the Trust.</p> <p>The job holder works within broad parameters and has scope to determine priorities and manage own workload, managing conflicting priorities and allocated project work, reporting progress and significant issues to the SYMAT CEO.</p> <p>Respond promptly and confidently to queries from managers, assured that the advice is correct for the given situation and appropriate across the local authority. The advice will be based on knowledge, experience and judgement and could lead to changes to policy and practice.</p> <p>The postholder will have the ability to work proactively with limited guidance providing specialist advice in supporting organisational change and employee relations issues; to respond to and answer complex, contentious and sensitive day to day employee relations issues (long-term sickness, capability, disciplinary, grievance), balancing questions of cost, efficiency and risk, without reference to higher management. As policy and procedure provide only general guidelines for their resolution.</p> <p><b>Consequences</b> A speedy and accurate response to customer queries is essential for the efficiency and effectiveness of the service.</p> <p>Inappropriate advice could lead to poor employee relations, employment tribunal claims and consequential financial and reputational risk to the Trust.</p>				
<p><b>7.</b></p>	<p><b>RESOURCES – financial &amp; equipment</b> <i>(Not budget, and not including desktop equipment.)</i></p> <table border="0"> <thead> <tr> <th data-bbox="331 1868 497 1899"><u>Description</u></th> <th data-bbox="1059 1868 1145 1899"><u>Value</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="357 1944 769 1975"> <ul style="list-style-type: none"> <li>• Normal office equipment.</li> </ul> </td> <td></td> </tr> </tbody> </table>	<u>Description</u>	<u>Value</u>	<ul style="list-style-type: none"> <li>• Normal office equipment.</li> </ul>	
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8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work demands</b></p> <ul style="list-style-type: none"> <li>• The jobholder’s work is subject to constant interruption and he/she has to deal with conflicting demands, changing deadlines and requirements.</li> <li>• The job holder needs to respond quickly to urgent requests for advice, analysing the detail of the issue and making rational recommendations.</li> </ul> <p><b>Physical demands</b></p> <ul style="list-style-type: none"> <li>• Normal office environment</li> </ul> <p><b>Working conditions</b></p> <ul style="list-style-type: none"> <li>• Flexible worker, office conditions</li> <li>• Occasional Home visit</li> </ul> <p><b>Work context</b></p> <ul style="list-style-type: none"> <li>• Normal office environment</li> <li>• Will have to deal with inter-personal conflict</li> <li>• Occasional hostile reaction and unpleasantness, dealing with employees in difficult situations, e.g. disciplinary hearings</li> </ul>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• A relevant HR qualification (at a minimum Level 5) or equivalent demonstrable experience as a professional HR adviser within a multi-functional, unionised organisation.</li> <li>• In depth knowledge, understanding and practical application of legislation affecting employee relations, with continuous professional development to keep abreast of legislative changes and issues affecting local government.</li> <li>• Experience of supporting the implementation of change initiatives</li> <li>• Good working knowledge and understanding of HR policies and practices.</li> <li>• Must be able to analyse and interpret information and make sound, rational decisions.</li> <li>• Using expert knowledge and personal credibility be able to influence and persuade others in order to bring problems to a satisfactory conclusion across all directorates.</li> <li>• Excellent oral and written communication skills with the ability to present information in report form.</li> <li>• Ability to communicate complex HR issues to larger groups or on a one to one basis</li> <li>• Ability and experience to coach line managers.</li> <li>• Ability to develop, facilitate and deliver training as required.</li> </ul>

- Ability to plan, monitor and prioritise own work quickly identifying high risk cases and supporting managers as required.
- Able to work to and meet deadlines and performance targets without direct supervision.
- The ability to incorporate changes to operations with short notice.
- Excellent interpersonal skills
- Ability to communicate with customers with courtesy and efficiency
- Proven time management skills
- Can positively support the implementation of change in line with agreed plans to ensure the continuous development and improvement of the service, meeting customer and organisational objectives.
- Tact, diplomacy and initiative.
- Problem solving and analytical skills.
- Commitment to customer orientated service delivery at a high level
- Be flexible and work as part of a team
- Skill in deploying resources to the correct activity.

**Desirable**

- Schools experience
- Safeguarding / LADO case work

**10. Position of Job in Organisation Structure**

