



Regional HR Manager

Reports to: Chief People Officer, with 'dotted lines' to the Executive Headteacher and Regional Director

Purpose

To lead the HR function for allocated academies within a geographical area, responsible for the operational HR activity taking place; providing clear and consistent guidance, professional support and challenge to the Regional Director, Executive Headteacher, Headteachers, senior leaders, academy-based colleagues with HR responsibilities and Governors across the full range of HR activity. To work collaboratively with the wider Regional Team to help drive educational improvement, and as part of the wider HR team to support HR activity across our Trust.

Key responsibilities

- Provide professional HR advice and work with senior leaders to move forward 'people issues' in the academies, to support & drive academy improvement
- Manage and advise on complex employee relations cases, up to and including dismissal (e.g. disciplinary, grievance, absence, capability) including liaison with the LADO as appropriate, and preparation for & attendance at ETs if required
- Line manage (if applicable) and provide support & development to academy-based HR colleagues
- Resolve policy queries and other matters escalated from academy-based HR colleagues, ensuring good practice and compliance in line with policy and legislation
- Quality / consistency check the HR work / practice that takes place at academy level, including use of our HR & Payroll System and SCR Tracker
- Ensure effective recruitment & selection strategies are implemented across the academies, and support the recruitment of Headteachers / Principals and other senior leaders



- Contribute to development of our Trust's annual HR plan, and undertake proactive HR work to deliver it within & outside own geographical area
- Support / advise on restructures & organisational change, including TUPE in / out
- If applicable to role, on-board / embed new academies joining our Trust to ensure a seamless transition (including due diligence / TUPE consultation / general HR support)
- Work as part of the wider Trust HR team, taking the lead on some trust-wide HR activities, *e.g. 'project' work, policy development, developing & delivering training, supporting appeals in other Hubs, deputising for Chief People Officer if required*
- Safeguard & promote the welfare of pupils/students through own actions and effective management of staff resources, policies & procedures, and in line with local & national protocols and statutory requirements relating to safeguarding.
- Provide Headteachers with people information and support them to interpret the data, to facilitate planning and decision making.
- Represent our Trust at external meetings including regional / national events, seminars, working groups.

The person

Qualifications

- Level 7 Fully CIPD qualified (or equivalent)

Professional Knowledge, Understanding & Experience

- Experience of working in HR in a school setting; can demonstrate an understanding of teachers' and support staff terms & conditions, and HR matters arising in schools
- Able to evidence a depth of experience working at the relevant level, in particular around the full range of complex employee relations case work (grievance, disciplinary, health & absence management, performance management, LADO referrals), working with trade unions, and advising managers on a breadth of people issues, up to & including dismissal hearings
- Experience of leading improvement in HR practice and metrics within an organisation
- Experience of handling significant change, including restructure / redundancy, and TUPE
- High level of knowledge & understanding of policy, procedure, employment law and good practice in relation to schools HR, along with the ability to assess implications and articulate risk
- Line management experience - someone who wants to lead others
- Knowledge & experience of job evaluation, grading & equal pay issues would be an advantage [desirable]



Skills & Personal Qualities

- Great organisational skills, confident in managing a diverse workload and responding quickly to deliver on deadlines
- Proactive, able to see what needs to be done and to prioritise work accordingly
- Flexible, self-motivated & resilient to changing demands; able to work independently, on own initiative and without supervision
- A “people person”: approachable, able to build strong working relationships with, and influence the work of others (including senior leaders), where there is no direct supervisory / line management relationship; to coach them to ‘own their people issues’, whilst providing support
- Works collaboratively with other HR colleagues
- Pragmatic, able to take a balanced and measured approach and see a situation from different perspectives
- Good presentation skills
- Committed to undertaking continuous professional development
- Willing and able to travel between academies across our Trust from time to time, and to flex working hours occasionally if required (e.g. to attend meetings or events that run into the evening or a weekend). Own transport is strongly recommended due to the location of some of our academies.
- Understands & is committed to demonstrating the co-operative values and Ways of Being Co-op
- Enhanced DBS check required

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.