

**Job Title:** HR Manager

**Location:** Central office and school sites within the MAT

**Reports To:** COO

**Job Type:** Full-time

**Job Summary:**

The HR Manager will be responsible for building and maintaining strong relationships with academy leaders, staff, and stakeholders within the Multi-Academy Trust. The role involves providing HR support, guidance, and advice to ensure the effective management of human resources across the academies. Additionally, the HR Relationship Manager will oversee documentation and process implementation, manage the creation and distribution of all new starter paperwork with the assistance of HR admin, and promote employee wellbeing.

**Key Responsibilities:**

- **Develop and Maintain Relationships:** Build and maintain positive relationships with academy leaders, staff, and stakeholders. Effectively engage and coach managers to improve early interventions and provide pragmatic focused HR solutions and recommendations. Collaborate with colleagues and build strong working relationships across the wider organisation; to influence decision making.
- **HR Support:** Provide HR support and advice to academy leaders and staff on various HR matters, including recruitment, performance management, and end to end employee relations casework including disciplinary, grievance and absence. Utilising the external HR provision as required and occupational health.
- **Policy Implementation:** Support with policy or guidance reviews and ensure they are fully implemented across Shires MAT, delivering or supporting with training delivery when required.
- **Training and Development:** Organize and deliver training sessions for academy staff on HR-related topics. Track training across the Trust and develop a training matrix.
- **Employee Engagement:** Develop and implement strategies to enhance employee engagement and wellbeing within the academies and run the Trust wellbeing action group.
- **Compliance:** Ensure compliance with employment laws and regulations. Accurately maintain and update casework records and electronic employee records; ensuring they are up to date and held securely in accordance with GDPR.
- **Data Management:** Maintain accurate and up-to-date HR records and data for the academies providing data analysis. Implement KPI's.
- **Problem Resolution:** Act as a point of contact for resolving HR-related issues and conflicts within the academies. Use informal resolution and mediation where appropriate.
- **Documentation and Process Implementation:** Develop and implement HR documentation and processes to ensure consistency and compliance across the academies.

- **Recruitment and Selection:** oversight of the HR admin function to create and send all new starter paperwork, ensuring a smooth onboarding process for new employees in line with regulation, policy and legislation.
- **Wellbeing Initiatives:** Develop and promote initiatives to support the mental and physical wellbeing of academy staff, including stress management programs, wellness workshops, and employee assistance programs, work on specific projects to enable a positive employee experience.
- **Line Management:** Of the relevant HR administrators
- **Payroll:** Annual pay statement letters, collation of payroll for finance and tracking of expense and overtime claims.

**Skills:** Excellent communication and interpersonal skills, strong organizational skills, ability to build and maintain relationships, proven and up to date knowledge of employment laws and regulations, proficiency in HR software and data management, able to produce reports and analyse management information, confident communicator at all levels, able to present sensitive or complex information in a clear and easily understood format.

**Personal Attributes:** Approachable, empathetic, proactive, and able to work independently and as part of a team.

**Experience:** Experience in end to end management of employee relations casework up to and including dismissal with a particular focus on informal resolution of cases, experience of partnering and coaching managers, experience of engaging and collaborating with stakeholders effectively, experience of reviewing policies and procedures and delivering training.  
CIPD Level 5 or actively studying or equivalent relevant work experience..