

Head of Human Resources

JOB DESCRIPTION

POST IDENTIFICATION

Post Title:	Head of Human Resources
Salary:	Grade 9 (SCP 34 – 39)
Service:	Business Partnership
Location:	Gateway Offices, Tredomen
Responsible To:	Service Area Lead (HR & Administration)

JOB PURPOSE

The post holder will play an essential role in the management and delivery of the HR strategy and service within the EAS. They will support the Service Area Lead (HR and Administration) and be responsible for:

- Managing the internal HR service, providing a comprehensive, professional and effective HR Service to staff and senior managers within the EAS to support the delivery of the EAS business plan.
- Providing full generalist support on all operational and strategic HR activities, in compliance with statutory obligations and best practice.
- Supporting the delivery of the regional Specialist HR Service through the provision of support to local authorities, schools, and settings as specified in the National Model for Regional Working.
- Developing and maintaining effective working relationships with all key stakeholders, including Trade Unions.

KEY RESULT AREAS

- Work with the Strategic Lead (HR and Administration) to develop and deliver the HR strategy for the EAS, ensuring the company remains compliant with legislative and regulatory duties and is proactive and forward-thinking.
- To work in partnership with the Service Area Lead (HR and Administration) and Senior Managers to ensure the effective review, development and application of HR policies and procedures.
- To significantly contribute to the development and delivery of the strategy for EAS staff wellbeing, making links with other team members as appropriate.
- Support the provision of a specialist, strategic HR support service across the region, working closely with regional partners to build the capacity of the school based workforce, identifying, and addressing regional HR Development priorities.
- Develop and deliver a professional learning programme for governing bodies that links explicitly to the HR elements within their roles.
- Develop and maintain effective professional relationships with Trade Unions.
- Contribute to the EAS business contingency planning.

- To support and foster a culture of cross collaboration within and across different teams in the directorate.
- To develop and maintain effective professional relationships with colleagues within the organisation, within local authorities and with partners across the middle tier.
- Management of staff within the Business Support function.
- To act as an ambassador for the EAS locally, regionally, and nationally, ensuring the work of the service is promoted, understood and recognised.

DETAILED TASK PROFILE

Internal HR Service

- Develop and deliver the internal HR strategy and implement plans to deliver related objectives.
- Continuously monitor and review HR policies and processes and implement changes where necessary to ensure processes are robust, rigorous and compliant with legislation and regulatory duties.
- To actively contribute to the development of the EAS' strategic direction, vision and values, and priorities for the governance of the EAS.
- To manage the Business Support function of the EAS, ensuring a high quality service.
- Provide high quality advice, guidance and professional support to line managers, Heads of Service and senior managers within the EAS on matters relating to people management, HR policy and terms and conditions of employment.
- Develop and manage the delivery of an effective programme of professional learning for managers to support their approach to people management and development, sourcing support from external providers where required.
- Ensure the provision of professional learning and support for all staff to promote and ensure compliance with all HR policies and procedures.
- Provide advice and guidance to senior managers on a wide range of HR issues to improve staff engagement, performance, attendance, conduct, health and well-being, and support organisational change.
- Contribute to the development of medium to long term HR strategies both within the EAS and regionally under the education reform for Wales.
- Assist and advise managers in the development of succession, recruitment and resourcing strategies for all services.
- Provide professional advice and support to senior managers on all HR matters relating to organisational change management processes.
- Manage the recruitment process for all appointments to the EAS, providing advice and guidance to the recruiting manager and ensuring compliance with legislation, policy and procedures before and following appointment.
- To stay abreast of any legislative developments and employment policy updates that may affect the HR service and take the required actions to ensure continued compliance.
- Analyse HR data and apply professional knowledge and understanding to decide on an appropriate intervention or course of action.

- Provide professional advice and support for employee/trade union consultation processes to ensure the interests of both employees and the organisation is protected, in accordance with company policies and procedures and in line with legislation.
- Manage the delivery of specific HR related projects, task direction and coordination of work as required.

Regional Specialist HR Service

- Contribute to the development and delivery of the regional specialist HR professional learning programme.
- To continue to develop common regional HR policies and processes where appropriate, and in collaboration with Local Authority HR representatives, which will be commended to all schools across the five authorities.
- Provide advice and support to senior managers, Principal School Improvement Partners and School Improvement Partners to ensure they are suitably equipped to fulfil those aspects of their roles related to school HR policies and processes, such as performance management and leadership recruitment.
- Build effective working relationships with the education HR representatives within each of the five local authorities within South East Wales and other key stakeholders, including diocesan representatives and trade unions.
- Work in partnership with the Service Lead (HR and administration) and the local authority HR representatives to identify and deliver the key regional HR priorities.

GENERAL

- Will be required to work out of different office locations, to suit the requirements of the business.
- Will be required to work flexibly and vary working hours, to suit the requirements of the business.
- To carry out duties placed on employees by the Health and Safety at Work Act 1974.
- To comply with relevant aspects of the Welsh Language Measure (2011), Equality Impact Measures and to ensure compliance with the General Data Protection Regulations (GDPR).
- To work within the Company's policy and procedures in respect of equal opportunity and anti-discriminatory practices and to observe confidentiality in all aspects of work.
- To react positively and flexibly to change and to have a 'can do' attitude demonstrating a willingness to undertake training and development opportunities to improve skills.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> ▪ Degree or equivalent experience in the field of Human Resources. ▪ CIPD or equivalent qualification in Human Resource Management or related field. 	<ul style="list-style-type: none"> ▪ Membership of CIPD.
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Excellent up to date knowledge and understanding of UK employment legislation, case law and best practice. ▪ Knowledge of the HR legislative frameworks and issues relevant to local government including schools. ▪ Evidence of further professional development. 	<ul style="list-style-type: none"> ▪ Good knowledge of the Welsh education system. ▪ Knowledge and understanding of education employment legislation, including relevant pay and conditions. ▪ An up to date understanding of good practice in school governance.
SKILLS	<ul style="list-style-type: none"> ▪ Excellent leadership and management skills including the ability to successfully motivate staff. ▪ Excellent communication and interpersonal skills. ▪ Ability to influence, challenge and negotiate effectively. ▪ Proven problem solving, negotiation and decision making skills and the ability to produce practical and innovative solutions. ▪ Ability to interpret advice and statute and to devise policy and practice as a result. ▪ Ability to coach managers in dealing with complex, sensitive people management issues. ▪ Ability to work independently, under pressure and cope with conflicting and changing priorities ▪ Ability to represent the service area to internal and external stakeholders including Trade Unions and local authorities. ▪ Ability to work effectively across the 5 local authorities and with all identified stakeholders. ▪ Ability to set priorities, organise and delegate workloads. 	<ul style="list-style-type: none"> ▪ The ability to speak and write Welsh.

	<ul style="list-style-type: none"> ▪ The ability to work to deadlines in a pressurised and political environment. ▪ Excellent project management skills. ▪ Excellent IT skills with the ability to use Microsoft Office. ▪ High degree of accuracy in the use of information presented to senior manager. 	
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> ▪ Proven experience in a HR partnering / advisory role; advising, influencing and delivering HR solutions in a pragmatic manner to support business needs. ▪ Experience of working with Trade Unions and supporting consultation processes successfully. ▪ Experience of coaching and advising managers in dealing complex and sensitive people management issues. ▪ Experience of developing, consulting on and implementing best practice employment policies and practices. ▪ Experience at management level with a track record of consistent improvement. ▪ Experience of building and managing effective working relationships at all levels of an organisation and with a variety of stakeholders. ▪ Experience of working effectively in an area with competing demands and tight timescales. 	<ul style="list-style-type: none"> ▪ Experience of working in the local government sector. ▪ Experience of creating effective working relationships with education senior stakeholders.
<p>OTHER</p>	<ul style="list-style-type: none"> ▪ The ability to work flexibly across all authorities within the Service area. ▪ Highly motivated, ambitious, and proactive individual who can use their own initiative and not easily discouraged. ▪ Ability to travel to different locations as required. ▪ Willing to attend occasional events and meetings at evenings and weekends. ▪ The personal capacity to deliver rigour in all aspects of service delivery in the interests of securing better outcomes for learners. 	

	<ul style="list-style-type: none">▪ The resilience to sustain the focus on improvement in the event of disengagement or resistance.▪ Empathy with the aims and objectives of the Company.	
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The Education Achievement Service is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.