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| **Job Title** | Head of People & Culture | | |
| **Role level** | Exec | **Version Date** | July 2023 |
| **Role Holder** |  | **Line Manager** | Paul Wheeler |
| **Function/Department** | HR | **Area of Business** | EMAT |
| **Location** | Pyramus House, Grange Park, Northampton | | |

**Overall role purpose:**

Plan and deliver HR transformation: design key processes and the way HR services are delivered to employees; define a talent plan to deliver the organisation needs of the future. Help to create the best culture by designing and delivering a new employee experience based on real values and inspire ‘*ematters’* our people tag.

**Key Accountabilities and corresponding activities:**

1. Establish a 5-year plan for the trust and deliver with the support of key stakeholders

* *Provide governance and key objectives for each area of HR*
* *Identify longer term goals and plan and budget for success*
* *Deliver ‘ematters’ cultural change and embedded values*
* *Implement an internal recruitment agency*

1. Establish and manage a performance management system

* *From onboarding to induction and probation completion provide clear guidance to mangers to integrate new starters and build engagement for retention*
* *Use the data collected from performance management to inform other HR processes including recruitment and training*
* *Focus is on retention and engagement to drive performance improvement*
* *Be a role model for the business in assessing performance and providing constructive feedback and direction*
* *Establish links between performance management and business improvement*

1. Influence and shape employee relations to enable line manager self-reliance

* *Build a quality review of all HR processes including continuous monitoring of legal updates and trends in engagement*
* *Provide the tools to enable line managers to deliver a fair and consistent approach*
* *Provide comprehensive and timely advice and support to the HR function and intercept as required in employment relations issues*
* *Drive the availability of information and guidance to ensure effective delivery of people management processes*

1. Oversee the creation and implementation of a comprehensive recruiting strategy that maximises the recruitment windows and provides a campaign spanning the whole year

* *Oversee the creation and implementation of the resource forecasting tool, train line managers and link to succession planning*
* *Job descriptions that are explicit in accountability*
* *Ensure line manager commitment to the transparent recruitment process on the shared drive where responsibilities are clear for HR and recruiting managers*
* *Build a pipeline of candidates to fulfil vacancies imminently and those predicted*
* *Have a plan for closing difficult to recruit vacancies*
* *Ensure the recruitment process is engaging for candidates and drives the employer of choice agenda*

1. Establish a talent development programme based on identified training requirements and to fulfil organisational needs for the trust strategy and expansion plan

* *Line managers receive off job training in key people skills and on job coaching in developing and retaining team members*
* *Career paths for all roles*
* *Implement a* *school based transformation by organising school teams to deliver the curriculum and provide the best experience for students based on a scalable standard structure*
* *Maintain personal and professional development through attending external events and directing the HR team to continuously develop and expand their knowledge*
* *Keep in touch with training and development trends and opportunities*
* *Align with the Head of Education in ensuring the skills development supports the quality of teaching and ongoing CPD*

1. Drive open communication and recognition processes to enable employees to have the maximum impact to achieve engagement and provide a conscience to the business and the HR function on all things people related

* *Support the employee forum as EMAT host*
* *Establish regular communication with unions*
* *Drive quality communication from the trust through coaching and feedback on impact*
* *Drive recognition programmes to secure engagement and take ownership of the annual celebration of success from PR including all awards and recognition whilst continuing to utilise their expertise*
* *Provide information and reports on data for the trust dashboard and direct the business in areas of improvement*

1. Deliver strategic projects and change management as required

* *Provide governance for HR and other trust projects from an employment perspective*
* *Deliver ‘employer of choice’ branding*
* *Deliver HR service level agreements*
* *Manage the change process sensitively and robustly to deliver successful project objectives*
* *Review the success of change*

1. Manage and oversee the payroll department ensuring pay is processed correctly and on-time.

* *Manage systems to provide accurate attendance data and holiday management*
* *Comply with all relevant legislation including but not limited to statutory deductions; pension auto enrol; minimum wage regulation*
* *Ensure all pay related policies are up to date and implemented fairly including statutory maternity, adoption, paternity and shared parental leave*
* *Constantly review pay and benefits opportunities whilst remaining within government guidelines*

1. Provide people data via HR Reporting to the trust

* *Deliver data to analyse attendance and manage issues*
* *Monitor recruitment progress, manage vacancies and build a pipeline to inform decision making on recruitment processes; reward packages and terms and conditions*
* *Report against performance management and talent development*
* *Measure engagement and drive action to retain talent*

1. Manage the HR team

* *Regularly review delivery of key targets*
* *Coach and support to develop skills*
* *Drive standards to ensure confidence in the team by key stakeholders*
* *Appraise and performance manage to achieve a highly performing team*
* *Recruit and grow internal talent*

1. Follow office systems and best practice:

* *Work in a safe fashion*
* *Comply with company policies*
* *Be environmentally minded*

1. Fulfil other duties as required.

* *Pick up new activities that fall broadly within the purpose of the role.*
* *Fix things that you can see need fixing.*
* *Identify problems and find solutions.*

**Person Profile:**

**Personality factors:**

* Personal Impact – able to demonstrate a presence through having and voicing an opinion which is credible and listened to.
* Strong Leadership - role model for colleagues, demonstrates attributes people are glad to follow.
* Engenders trust and creates a team environment
* Articulate and accurate.
* Customer focused with both internal and external customers
* A natural passion and flair for being organised
* Articulate and able to communicate to a diverse audience comfortably
* Sound judgement based on objectivity
* Emotionally resilient
* Achievement drive
* Networking and belong to appropriate networks

**Skills required/already attained:**

* In depth knowledge and experience in employment law, compensation, organisational planning and development, employee relations and training and development
* Commercial Acumen
* Strategic planning
* Confident speaker and presenter
* Excellent interpersonal and coaching skills
* Demonstrated ability to lead and develop a HR team
* Demonstrated ability to serve as a successful participant at senior management meetings
* Track record in managing budgets and financial planning
* Previous experience in education and safeguarding ideal but not essential