

JOB DESCRIPTION – HR Director

Job Title	HR Director - Discovery Educational Trust (DET)
Grade	Scale 11, Points 38-42 (£43,251 - £47,297 including Outer Fringe Allowance)
Post	Full Time: 37 hours per week. 52 weeks per year.
Reports to	Chief Financial and Operations Officer (CFOO)
Location	The role will primarily be based at the DET Operational hub in St Martins School, Brentwood. Flexibility to travel to all DET Schools will be a requirement.
Internal Stakeholders	Members, Trustees, Chief Executive Officer (CEO), CFOO, School Business Managers, Line Managers, School HR staff and administrators, external HR providers.
Direct Reports	Payroll Manager
Job Purpose	<ul style="list-style-type: none"> • Provide leadership and professional management of HR Services across the Trust. • Develop and implement a coordinated HR Strategy across the Trust, ensuring consistent and effective systems and processes are in place. • Ensure the Trust is operating within a legally robust HR policy and procedural framework. • Provide robust professional HR advice and management information to Line Managers within the Trust.
HR Strategy	<ul style="list-style-type: none"> • Development of a Trust-wide HR strategy incorporating resourcing, performance, pay and reward, equality and diversity, employee wellbeing, employee relations, consultation and terms and conditions, which support the Trust in delivering its corporate objectives. • Provision of professional advice on HR matters to facilitate strategic decision-making.
Employee Wellbeing and Employee Relations	<ul style="list-style-type: none"> • Ensure that the wellbeing of staff is prioritised and implement and manage key wellbeing initiatives, e.g. Employee Assistance Programme. • Development and regular review of appropriate HR policies and procedures in line with employment law and best practice, and monitoring their effective operation across the Trust. • Provision of support, coaching and training to school staff to enable them to deliver effective management of day-to-day employee relations issues such as discipline, absence, grievance, and performance management, in line with Trust policy, engaging external HR provider support, as appropriate. • Management of cases to ensure their swift and effective resolution. • Evaluation of effectiveness of HR policy and practice, taking remedial action, where appropriate. • Development and management of staff and union consultation mechanisms, leading meetings, as required.
Employee Resourcing	<ul style="list-style-type: none"> • Development and implementation of a workforce plan, which meets the overall strategic plan of the Trust. • Lead on the HR elements of change management, as required, to meet the workforce plans, including restructurings, redundancies and TUPE. • Management and delivery of effective and efficient recruitment and selection processes, which enable the Trust to secure the highest quality staff.

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	<ul style="list-style-type: none"> • Responsible for ensuring all recruitment (including of volunteer and third-party staff) is undertaken in compliance with Safer Recruitment and equalities requirements. • Responsible for ensuring maintenance of compliant Single Central Record(s) across the Trust. • Creation and management of a pay and reward scheme, which supports recruitment and retention and minimises risks in relation to equal pay, TUPE, contractual terms and general employment law. • Management of appropriate job descriptions and person specifications. • Ensuring contracts of employment are issued for all staff within required timescales.
Performance	<ul style="list-style-type: none"> • Development and management of a cohesive and consistent performance management model, which focuses on securing high performance across the workforce in support of school improvement. • Management of probation and induction procedures across the Trust.
Information Services	<ul style="list-style-type: none"> • Development/management of a coordinated management information system and common reporting processes to enable provision of key performance data such as absence, turnover and retention, performance and pay and employee relations issues. • Monitoring and analysis of key performance indicators. • Identification of concerns, and delivery of remedial action. • Regular reporting to Trustees, Senior Leaders and Governors. • Development of a document bank of template documents for use across all schools. • Production of Staff Handbook/HR elements of staff intranet. • Maintain confidentiality of HR information and records at all times in line with the Data Protection Act and manage Freedom of Information and Subject Access Requests.
Personal Development	<ul style="list-style-type: none"> • Undertake appropriate and regular training and development to maintain knowledge and improve practice. • Participate in regular performance management.
General	<ul style="list-style-type: none"> • To ensure that all duties and services provided are in accordance with the DET Equality and Diversity in Employment Policy and the DET Equality Statement and Objectives. • To share the Trust commitment to safeguard and promote the welfare of children and young people. <p>These responsibilities are neither exclusive nor exhaustive and the post holder may be required to undertake other appropriate duties within the context of the job, skills and grade.</p>
Safeguarding	<ul style="list-style-type: none"> • All DET staff must adhere to the DET Safeguarding and Child Protection Policy and associated procedures including engaging in annual safeguarding training.

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PERSON SPECIFICATION

General	Detail	Examples
Qualifications and Experience	Specific Qualifications and Experience	<p>Degree</p> <p>CIPD or equivalent HR qualification or experience</p> <p>Experience of working in a strategic and operational HR role</p> <p>Experience of development of HR policies and procedures</p> <p>Experience of leading and managing workplace change</p> <p>Experience of leading and managing a team</p> <p>Full, clean driving license</p>
	Knowledge of Relevant Compliance and Governance Framework	<p>In-depth knowledge of current employment legislation and best HR practice</p> <p>Understanding of terms and conditions and education legislation affecting staff</p>
	Literacy	Outstanding literacy skills.
	Numeracy	Outstanding numeracy skills.
	Accuracy	Focused attention to detail.
	Technology	Highly competent ICT skills, specifically, Office suite.
	Confidentiality/Data Protection	<p>Extensive understanding of procedures and legislation relating to confidentiality, specifically, GDPR.</p> <p>Understanding of need for professional confidentiality.</p>
	Self - Motivation	A proven self-starter with the ability to shape a role and make it their own.
Communication	Written	Outstanding written communication skills with an ability to tailor correspondence to fit the audience.

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	Verbal	<p>Ability to communicate effectively at all levels. Articulate and measured.</p> <p>Ability to overcome barriers to effective communication.</p>
	Negotiating	<p>Highly effective negotiation and influencing skills and the ability to achieve best possible outcomes.</p> <p>Ability to manage difficult or challenging situations/conversations effectively.</p>
Working with Children	Curriculum/School Organisation	Good understanding of the learning experience provided by DET Schools in relation to the role.
	Health and Wellbeing	Understand the importance of physical and emotional wellbeing of both yourself and others.
Working with Others	Stakeholder Management	<p>Establish effective relationships with all stakeholders, internal and external.</p> <p>Represent DET with external stakeholders as required.</p>
	Relationships	<p>Ability to build strong and effective relationships across all stakeholders, quickly gaining confidence and trust.</p> <p>Be accessible and approachable at all times.</p>
	Team Work	<p>Ability to operate independently and to work effectively as part of a multi-disciplinary team</p> <p>Be a role model for DET values and behaviours.</p> <p>Be collaborative.</p> <p>Provide “expert” insight empathetically.</p> <p>Train and develop others as necessary. Ability to transfer new knowledge to the workplace and share knowledge on a practical level as required.</p>
	Information Sharing	Develop and implement highly effective systems to share and safeguard information.
Self-Management	Organisational Skills	Ability to prioritise and organise. Role involves many and conflicting priorities requiring a

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		<p>methodical and calm approach in order to be effective and deliver.</p> <p>A positive and creative approach to tackling tasks.</p> <p>Project management skills</p>
	Time Management	Excellent organisation skills with the ability to use own initiative and work to tight, strict deadlines.
	Problem Solving Skills and Decision Making	Ability to anticipate, assess and deliver solutions to problems with clear, logical thinking.
	Creativity	<p>Demonstrate a highly creative approach to work.</p> <p>Able to resolve complex problems independently.</p>
General	Equality, Diversity and Inclusion	Knowledge of and commitment to equal opportunities and anti-discriminatory practice.
	Health and Safety	Good understanding of Health and Safety.
	Child Protection	Good understanding and compliance with Child Protection procedures.
	Continuing Professional Development	<p>Demonstrate a clear commitment to develop and learn in the role.</p> <p>Ability to evaluate own performance and effectively address areas for development.</p>

May 2022