



## Job Description

**Job Title:** Human Resources Officer

**Reporting to:** Director of Human Resources

**Grade:** SOI-POB (SCP 23-32)

### **Overall purpose of the post:**

- To deliver a comprehensive HR service across the Trust providing professional and confidential HR support, advice and guidance.

### **Main duties and responsibilities:**

- To manage and advise on casework relating to disciplinary, grievance, attendance management and capability procedures including preparation for and presentation at hearings and appeals;
- To accurately prepare and distribute essential documentation to deadlines for the above procedures;
- To assist in the provision of an effective human resources administration service in order to ensure an accurate and consistent service is provided and internal records, processes and procedures are effectively maintained;
- To assist in the production of data, statistics and other HR related information to assist workforce planning and satisfy legal requirements;
- To support in the delivery of training courses to middle and senior leaders to raise their awareness of people management issues and HR policies / procedures to enable them to effectively manage staff and deal with issues effectively and efficiently;
- To support with the development and implementation of restructuring processes;
- To support with the TUPE process as new academies join the Trust;
- To provide advice and information on HR matters;
- To maintain confidentiality of HR information and records at all times;
- To comply with the Trust's policies, protocols and procedures at all times;
- To undertake other reasonable duties as required by the Trust;

- To uphold and promote the Trust's Child Protection and Safeguarding policies and procedures and ensure they are adhered to by all staff;
- To promote the safety and wellbeing of students.

### **Special Attributes**

- Ability to work flexibly as part of a team;
- Strong verbal and written communication skills;
- Attention to detail with a strong customer focus;
- Ability to work to tight deadlines in a busy working environment;
- Willingness to develop own skills and experience;
- To remain up-to-date with new legislation and legal requirement.

### **Special Features**

- Full-time, full year - 37 hours per week, Monday to Friday (Additional hours may be required at times to fulfil duties);
- Five weeks' holiday plus statutory holidays (majority of annual leave should be taken during academy closure periods);
- Local Government Pension Scheme;
- Base is at Outwood Grange Academy, Wakefield although the successful applicant will be required to work at all the academies across the Trust;
- Current driving licence and access to a vehicle for business use is essential to carry out regular visits to the Trust's academies and other schools supported by the Trust.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Trust.