



Central Human Resources Team

JOB TITLE: HR Officer – Employee Relations

REPORTS TO: HR Director

BAND: Thurrock Grade E

JOB PURPOSE

- To be responsible and accountable for the resolution of HR issues in Trust schools, using high level interpersonal and influencing skills to guide stakeholders to ensure appropriate outcomes.
- To provide a comprehensive strategic and operational HR advice and support to Trust schools in accordance with legislation, policies, procedures and current best practice.
- To design and deliver HR training and development to senior leaders and line managers.
- To develop and maintain high quality working relationships with senior leaders and line managers.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust's central team Vision and Values.
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place.
- To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in the Performance Management Procedure and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

- To deliver a comprehensive, proactive, flexible and robust HR advice and support service to schools for case and project work including misconduct, grievances, performance capability, ill health (including occupational health referrals) and other absence.
- To work with school senior leaders on employee related safeguarding cases, in line with statutory and local procedures, liaising with Police, Local Authority Designated Officers and other agencies as required.
- To work with senior leaders in schools to identify, plan and project manage the implementation of strategic HR initiatives including restructuring and reorganisation of services.

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- Advise schools on appropriate HR interventions ensuring compliance with statutory requirements and appropriate management of risk.
- Advise senior leaders on matters relating to pay and conditions of employment.
- To attend meetings and hearings as required, using high level interpersonal skills to give advice and support on HR matters and advising on risk.
- To manage negotiations with trade unions, with and as required on behalf of, schools and the Trust.
- To maintain appropriate records of case work, including maintenance of relevant databases.
- To provide information and reports as required for the effective planning, operation and management of the HR service.
- To design and deliver HR training and development to senior leaders and line managers.
- To provide coaching, training and mentoring to improve management capability.
- To contribute, as required, to the development and review of HR policies, procedures, guidance and practice.
- Delivery of HR aspects of commissioned projects to meet agreed outcomes, working collaboratively with other stakeholders.
- To support the TUPE process in line with the Trust's growth strategy and other situations, ensuring legal frameworks are adhered to and the Trust's position is protected.
- To actively seek feedback from 'customers' on service content and quality and use information to improve own practice and inform overall HR service delivery.
- Maintain confidentiality of HR information and records at all times in line with the Data Protection Act 2018 and assist management of Freedom of Information Act and Subject Access Requests.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full



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PERSON SPECIFICATION

Criteria	Detail	Requirements
Qualifications & Experience	Specific qualifications & experience	Chartered CIPD status or suitable experience Degree qualification desirable Proven experience of HR advisory role in education setting Effective project management experience Training design and delivery experience with positive feedback
	Literacy	Excellent reading and writing skills – at least English GCSE (A-C) level or equivalent
	Numeracy	At least Maths GCSE (A-C) level or equivalent
	Technology	Strong ICT skills including MS Office suite
Knowledge		Excellent working knowledge of current employment legislation and best HR practice Excellent working knowledge of HR policies and procedures Working knowledge of teachers' pay and conditions Working knowledge of education support staff terms and conditions Working knowledge of general school policies and procedures
Communication	Written	Proven experience of completing detailed and complex reports, forms and letters
	Verbal	Effective at exchanging verbal information clearly and sensitively
	Negotiating	Effective negotiation skills
Other	Teamwork	Proven experience of working in a team Proven experience of working on own
	Relationships	Proven experience of establishing rapport and successful working relationships
	Information	Excellent analytical and problem solving skills Proven ability to provide timely and accurate information
	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate colleagues in a positive and successful way
	Time Management	Proven ability to manage own time effectively with competing demands of the job role
	Creativity	Proven ability to come up with creative solutions to complex situations which comply with statutory or procedural requirements
	Child Protection	Good understanding of and commitment to child protection procedures



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	Confidentiality/Data Protection	Good understanding of procedures and legislation relating to confidentiality
	CPD	Demonstrates a clear commitment to develop and learn in the role Proven ability to effectively evaluate own performance and share knowledge with others