



Head of Primary HR Services

JOB DESCRIPTION

E-ACT is a National and System Leader Multi-Academy Trust, we provide education in London, Birmingham, Bristol, Manchester, Oldham, Buckinghamshire, Northants, Sheffield and Walsall. As one of the most established trusts in the country we serve some of the most disadvantaged young people. We support over 25,000 pupils across 38 academies, with around 3,500 staff committed to delivering excellence in teaching and professional services.

Role Purpose:

The Head of Primary HR Services is a newly established role at E-ACT, integral to our new operating model and reporting directly to the Chief People Officer (CPO). As the most senior Human Resources professional within the Primary team, you will operate at a high level within the organisation, ensuring that all HR Services functions are full equipped and offering an efficient and effective level of service.

You will lead the work of the HR function for our Primary Academies with authority and expertise, adopting a pragmatic approach to balance risk while achieving timely and cost-effective results.

Key Responsibilities

Reporting to the Chief People Officer, this post holder will be accountable for:

Strategic Leadership and Development

- Support the Chief People Officer in the review and subsequent delivery of our People Strategy.
- Set a clear direction for Primary HR Services, creating and enabling delivery of the Strategy.
- Support the Primary Education Directorate team and wider work of the Trust by attending conferences, networks, events, and strategic planning days.
- Contribute to national strategies as a result of the People Strategy

Leadership and Management

- Work with the National Education Director and their team of Education Directors to support all HR needs across their Academies and teams. Maintaining a high level of service and delivering to our standard operating procedures.
- Effectively line manage and develop your team of HR Business Partners and HR Officers, driving improvements and operational excellence.
- Challenge underperformance, setting clear expectations and supporting your business partners in implementing improvement strategies.



- Oversee the performance appraisal process for you team, ensuring it aligns with the Trusts expectations.
- Support professional development and training initiatives, coordinating with the CPO on key programs
- Develop and maintain effective internal relationships with key stakeholders.
- Develop and maintain effective external relationships with key stakeholders
- Manage develop and motivate a remote team of HR professionals.
- Be both strategic and hands on in maintaining and evolving the team culture.

Employee Relations

- Assume responsibility for all Primary key cases, liaising with the Trusts external HR partners where necessary, and reporting the most significant high-risk cases to the Chief People Officer.
- Assume responsibility for all National key cases, liaising with the Trusts external HR partners where necessary, and reporting the most significant high-risk cases to the Chief People Officer
- Mediate conflicts and provide guidance on disciplinary actions, with input from the CPO on critical issues.
- Play a role in being involved in developing our Apprenticeship Strategy alongside the CPO, and Directors of Learning.

Policy Development and Implementation

- Develop and implement HR policies and procedures in collaboration with the Head of Primary HR, Head of HR Operations and the CPO
- Ensure all HR practices are aligned with the Academies goals, legal requirements, and the strategic direction set by the Trust

Data Management and reporting

- Use HR metrics to inform decision making and improve processes, providing regular updates to the CPO.
- Working closely with the Head of HR Operations over what data is required, frequency and format enabling clear and regular reporting to all relevant stakeholder.
- Continually review our HR records and data, preparing regular reports for the CPO and Executive Leadership Team
- Be responsible for any workforce statutory returns

Finance

- Work with the CPO to oversee expenditure ensuring it stays within the agreed budget.



- Ensure effective budget planning and resource allocation in partnership with the CPO to ensure financial constraints and strategic needs are looked at.

Standard Operating Procedures

- Continually review the service provided ensuring it meets the needs of users.
- Carry out any additional duties as reasonably requested by line management.
- E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.
- Head of Primary HR Services will be expected to complete safer recruitment training every two years.



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.



Person Specification

Qualification

- Professional qualification in HR, e.g. MCIPD, employment law (ES) or equivalent work experience
- Evidence of relevant continuing professional development

Experience

- Previous leadership experience of a HR team or function within a large organisation preferably in the education sector
- Experience of managing HR change, including the management of TUPE and contractual change management
- Previous experience of managing a remote HR team
- Successful track record of using HR / People interventions to support organisational change (ES).
- Financial and budgetary management with the ability to understand, manage and interpret budgetary and other financial information

Knowledge

- In-depth knowledge of employment law and other legislation and experience of developing and implementing organisation-wide HR strategies with evidence of impact in your current role
- Demonstrated knowledge and application of the computer and computer software, especially Microsoft Office and the Internet
- Leadership skills and ability to empower, motivate and to create a positive, inclusive team ethos
- Communicate sensitively and effectively both verbally and in writing with a wide range of people
- Ability to think and plan operationally and strategically
- Excellent communication and relationship building skills at all levels
- Personal resilience and an ability to cope with ambiguity, uncertainty, pressure and scrutiny from others
- Ability to travel nationally on an ad hoc basis

Signed: **Date:**



OUR VALUES

<p>Thinking Big</p>	<ul style="list-style-type: none"> • Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence
<p>Doing the Right Thing</p>	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
<p>Showing Team Spirit</p>	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level



- Recognise and celebrate the success and achievements, no matter how small of your colleagues
- Be generous with sharing your knowledge to help to develop others
- Understand and be willing to receive suggestions and input on your area of work from others
- Support your colleagues, even when this means staying a little later, or re-prioritising some of your work
- Be aware of other peoples' needs and show an ability to offer genuine support
- Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams