



# Senior People Development Officer

## JOB DESCRIPTION

### Role Purpose:

The purpose of this role is to provide support and deputise for the People Development Lead with recruitment, staffing analysis, performance management, absence management and all HR policies.

### Key Accountabilities:

Reporting to the Regional People Development Lead, this post holder will be accountable for

- Effective management of People Development administration procedures, including responsibility for compliance with Employment policies and regulations
- Contribute to the production of an annual HR and resources plan including resourcing / talent planning, organisational design and development, training and CPD, performance management / appraisal
- Contribute to the design and effective operation of HR administrative processes
- Work with Regional People Development Lead, to ensure that they receive information to create reports as required by Regional Leadership Team
- Ensure that the values, principles and mission of E-ACT are evident in the discharge of the duties of the post and share and act on best practice across the E-ACT Trust
- Support Regional Business Manager and Regional People Development Lead with the preparation of annual staffing plans for approval by the Regional Operations and Education Directors.
- Ensure accurate staff information is provided in a timely manner to complete the Academies' monthly payrolls and complete required annual staffing audits and census returns
- Advise on and co-ordinate disciplinary/capability and absence processes as necessary in conjunction with relevant policies, involving appropriate stakeholders i.e. E-ACT HR, external HR contractors and Unions and assemble required documentation.
- Advise staff on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal
- To maintain accurate, up to date staff records to meet E-ACT requirements, ensuring compliance with the General Data Protection Regulations, Safeguarding, Single Central Register and associated legislation
- To co-ordinate and administer the recruitment of staff, including advertisements, application packs, referencing, interview and appointment processes in line with Safer recruitment policy
- Adhere to the processes and systems in place to ensure the effective management of staff absence, including recording and monitoring of absence levels and advising management on appropriate actions in accordance with Sickness Management policies and procedures
- To support and train new HR starters within your wider team
- To deputise for the People Lead when required
- To liaise with external agencies regarding staff issues concerning safeguarding/child protection
- To liaise with professional associations and unions, attending meetings of the Academy Joint Council and advising managers on matters relating to professional associations
- To prepare the school workforce census for authorisation and other statutory returns, as required
- To share good HR practice through communication/training managers and other staff

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- To support positive staff welfare approaches and liaison with preferred occupational health providers
- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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## 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.**

## OUR VALUES

Thinking Big	<ul style="list-style-type: none"><li>• Show energy, enthusiasm and passion for what you do</li><li>• Demand the highest quality in all that you do, and in the work of your team</li><li>• Willing to champion new ideas and think beyond the status quo</li><li>• 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</li><li>• Be open to new ideas and change where it will have a positive impact on the organisation</li><li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li><li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li><li>• Commitment to self-development, and developing your wider Team</li><li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li></ul>
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	<ul style="list-style-type: none"> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li> </ul>
<b>Doing the Right Thing</b>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<b>Showing Team Spirit</b>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples' needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

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## KNOWLEDGE, EXPERIENCE & SKILLS

### Requirement

E – Essential

D – Desirable

### Assessed at

A – Application Stage

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	5 GCSE's including English and Maths	X		X	X	X
	Appropriate HR qualification		X	X	X	X
	Commitment to professional development	X		X	X	X
	Knowledge of employment legislation	X		X	X	X
	Knowledge of recruitment	X		X	X	X
	Knowledge of terms and conditions of school based staff		X	X	X	X
Experience	Experience of working in an education environment		X	X	X	X
	Experience of implementing HR policies	X		X	X	X
	Experience of preparing HR reports for senior management	X		X	X	X
	Experience of using HR metrics to monitor KPIs and to recommend appropriate actions	X		X	X	X
Skills	Ability to work effectively within a team environment	X		X	X	X
	Ability to organise and prioritise own workload and work to deadlines especially during periods of pressure	X		X	X	X
	Ability to build and maintain effective working relationships with colleagues and pupils	X		X	X	X
	Ability to develop and extend working practices	X		X	X	X
	Ability to deal with a wide range of stakeholders using multiple forms of communication	X		X	X	X
	Ability to self-evaluate learning needs and actively seek learning opportunities	X		X	X	X
	Ability to use ICT and other specialist equipment and resources	X		X	X	X

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	Ability to use spreadsheets, word processing and software packages	X		X	X	X
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Signed .....

Dated .....

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