

DO YOU THINK BIG?



Chief People Officer

Candidate Information Pack

Chief People Officer

Candidate information

Thank you so much for taking the time to learn more about the Chief People Officer role at E-ACT.

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 are entering a new paradigm at E-ACT, aiming to become 'best in class.' We have been reviewing our education and operational strategy, governance, and organisational culture. Our focus is on providing the very best experience for our pupils and ensuring we recruit, retain, and develop the highest quality staff in both teaching and professional services.

We are an organisation of human capital and aim to reflect this in the way we work. Our trust is one of the founding trusts in the sector; next year will mark our 17th year.

Our trust strategy, 'Opening Minds, Opening Doors,' has the primary objective of developing a 'people first' culture. To this end, we have been developing an organisational People Strategy, which is the centrepiece of our improvement focus.

If you think this could be the role for you, please get in touch.



Tom Campbell, CEO of E-ACT

Let us introduce

OUR TRUST



 **25,000**
pupils

 **3,500**
staff

 **93%**
academies **GOOD** or
OUTSTANDING

3 MAT of the Year
Awards (so far!)

 Based in **6**
major cities

 **38**
academies

100% of academies have
leadership & management
GOOD or **OUTSTANDING**

Our Values

We are proud to serve our pupils and communities to ensure every child succeeds in their life. Every day, all of our colleagues demonstrate our three values:

THINK BIG

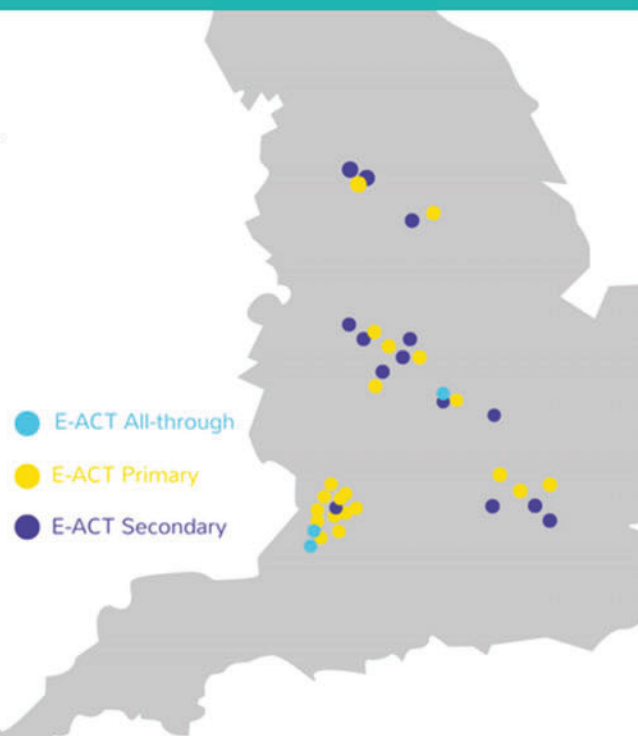
We dare to dream big. Pushing the boundaries to create extraordinary opportunities for our young people and staff alike.

DO THE RIGHT THING

We consistently make principled choices even when faced with adversity, guided by moral purpose that fuels impactful change.

SHOW TEAM SPIRIT

Together we foster a culture of collaboration to improve, support and progress, propelling us forward as a united force.



E-ACT

OPENING MINDS,
OPENING DOORS

#thinkbig

#dotherightthing

#teamspirit

A Fantastic Leadership

OPPORTUNITY

This role will offer you a chance to showcase your skills and to gain access to exceptional experiences and development so you can continue to grow.

Our priorities

Our three priorities are simple, as a trust we:



Perfect for an **inspiring** leader

If you are an inspiring leader with a passion for education and a vision for creating a nurturing and inclusive working environment, then E-ACT is the perfect place for you. Your leadership will be instrumental in shaping our people-first culture across E-ACT.



Exceptional CPD experience

We understand the importance of Continuous Professional Development (CPD) in nurturing effective leaders. By joining our team, you will gain access to an outstanding CPD programmes designed to further enhance your skills and knowledge.



A **unique** opportunity to help shape and develop secondary academies

At E-ACT, we offer you the chance to help shape and develop our people strategy, making a significant impact on the growth and success of our academies. Your vision and leadership will be pivotal in creating a supportive environment where both staff and students can thrive.



Be part of a **growing** trust who has a people first culture

E-ACT is a trust that truly values its people. We are committed to creating a supportive and inclusive working environment where every team member can thrive. As our Chief People Officer, you will play a crucial role in fostering this culture, ensuring that our staff feel valued, supported, and empowered.



JOB DESCRIPTION

Purpose of the Role

An opportunity exists for an exceptional individual to join our 'C' suite executive and corporate leadership teams, leading our people strategy, working effectively with our board, other exec leaders and our Headteachers.

This is a pivotal role for our trust. We are in a strong position to continue our positive culture and make a real difference to the people that work at E-ACT, ultimately benefiting the children we serve.

The Role

Our Chief People Officer (CPO) is a new role for E-ACT. As a key strategic leader, reporting directly to the CEO, you will work closely with the Chief Operating Officer, Chief Finance Officer and National Education Directors to ensure E-ACT attracts develops and retains high quality staff, ensuring that people practises drive exceptional outcomes for pupils.

You will lead all HR operations, including talent management, organisational development, workforce planning, culture, diversity and inclusion, and employee engagement.

You will operationalise these objectives into business planning delivering annual improvements to the employee experience.

Our People Strategy has 8 objectives





KEY RESPONSIBILITIES

People strategy, development and leadership

- Deliver the People Strategy.
- Support the overall strategic leadership of the trust through transformation that promotes a culture of high performance, accountability and continuous improvement.
- Lead the transformation of our HR Services and implement the new Target Operating Model.
- Shape and evolve a strong, inclusive culture that enhances employee engagement, wellbeing and job satisfaction.

Talent Acquisition and Retention

- Develop innovative talent acquisition strategies to recruit high calibre teachers, leaders and professional services staff.
- Implement initiatives to build and develop leadership pipelines and succession planning across academies and the trust.
- Create programmes to support employee retention and foster career development opportunities across the trust.

HR Operations and compliance

- Ensure operational effectiveness including a well-functioning HRIS.
- Develop HR metrics to track, monitor and report on key workforce trends and people KPIs.
- Assume responsibility for compliance requirements including staff handbooks, policies and issue resolution.
- Ensure effective management of employee relations, performance management and conflict resolution in line with the trust's values and legal obligations.

Chief People Officer

Candidate information



Diversity and inclusion

- Drive E-ACT's commitment to diversity, equity and inclusion, ensuring the principles are embedded into recruitment, talent management and leadership development
- Implement policies and initiatives that create an inclusive environment where all employees can thrive and contribute to the success of the trust.

Stakeholder relations

- Collaborate with academy and functional leaders to ensure alignment between the people strategy and operational needs.
- Report directly to the Personnel Committee of trustees on agreed people metrics.
- Represent E-ACT externally, building strategic relationships with education sector bodies, industry experts, Local Authorities, trade unions and other relevant organisations.
- Carry out any additional duties as reasonably requested including additional executive responsibilities or line management.



PERSON SPECIFICATION

It won't come as a surprise that we are looking for candidates that show exceptional leadership, vision, and dedication to education and developing our people.

Qualification

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

Experience

- Previous experience of leading a strategic People function within a complex organisation.
- Proven track record in developing and delivering a People Strategy.
- Experience of working with senior stakeholders to enable the organisational delivery of a strategic plan.
- Experience of leading transformation programmes at scale.
- Knowledge of employment law and other legislation and experience of developing and implementing organisation-wide people strategies with evidence of impact.
- Successful track record of using HR/People interventions to support organisational change.
- Previous experience of managing remote teams.
- Experience of delivering and implementing effective HR information systems.
- Experience of managing budgets, ensuring resources are used to provide a cost effective and efficient service

Knowledge

- Knowledge and experience of Management Information Systems.
- The ability to understand the people issues impacting on Multi-Academy Trusts and apply best practice expertise in this context.
- Excellent communication and relationship building skills at all levels.
- Communicate sensitively and effectively both verbally and in writing with a wide range of people.
- Ability to think and plan operationally and strategically.
- Leadership skills and ability to empower, motivate and create a positive, inclusive team ethos.
- Personal resilience and an ability to cope with ambiguity, uncertainty, pressure and scrutiny from others.

How to **APPLY**

Given E-ACT's national presence, the role is hybrid with opportunities for flexible working. Some travel is expected to get to know our academies and build relationships with key leaders. Meetings take place online and in-person at our offices in Birmingham, Kettering, Lutterworth and Bristol.

The salary is competitive and reflects the fact that we are looking for the best. The role also includes a fantastic pension through the Local Government Pension Scheme and a generous leave allowance.

We will also consider the option of part-time if requested.

Please complete the application form and provide a covering letter on how you meet the requirements of the role. In the letter please evidence your impact in leadership and demonstrable organisational improvement.



Closing Date

Friday 18 October 2024



Interview Date

Week commencing

Monday 28 October.

To be held in Birmingham.

Extra Information

Please read the supporting documentation carefully before completing and returning our application and equal opportunities form.

E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.

E-ACT is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.



Who to **CONTACT**

For a discussion about this post please contact:



Chris Wiseman,
Chief Operating Officer



chris.wiseman@e-act.org.uk



Connect with Tom Campbell via LinkedIn

Thank you for your interest in E-ACT.

We look forward to receiving your application.



Find your

THINK BIG



#WeAreEACT

Take a look at what
our colleagues post



E-ACT



@EducationEACT

E-ACT

OPENING MINDS,
OPENING DOORS

#thinkbig

#dotherightthing

#teamspirit