



**People Director**

**Candidate Information Pack**



**pentir**

## LETTER OF INTRODUCTION

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

E-ACT is a National or System Leader Multi-Academy Trust with 28 academies serving circa 18,000 pupils across multiple regions. 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 in the country.

We are entering a new paradigm in E-ACT where we aim to become 'best in class.' We have been reviewing our education and operational strategy, our governance and our organisational culture. We are focused 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 founder Trusts in the sector; next year will see us enter our 15<sup>th</sup> year. As such we have learned a great deal about the challenges faced and have been on an improvement journey for a number of years now particularly focusing on our People Development Plan. This has helped drive improvement in educational outcomes, our core purpose and financial and operational excellence. But we always need to do more. The role of People Director is critical to pick up the reins and see where it takes us. We are optimistic and excited about our next phase of growth and development. The challenges will always remain within the sector but with much of the 'heavy lifting' completed, we are ready and keen to be taken to the next level.

If you think this could be the role for you then please get in touch. For more information or to answer any queries you might have, in the first instance contact Mike Phillips on 07830-313915 ([mike.phillips@pentir.com](mailto:mike.phillips@pentir.com)) or Maureen Nicholas on 07540 222519 ([maureen.nicholas@pentir.com](mailto:maureen.nicholas@pentir.com)) at our advisors Pentir.

We look forward to hearing from you.

**Chris Wiseman**

**Chief Operating Officer**

## **JOB DESCRIPTION**

### **Context**

We are a Multi Academy Trust formed in 2008 supporting around 18,000 students across 28 academies based across England. We have around 2,400 staff committed to delivering excellence in teaching and professional services.

An opportunity exists for an exceptional individual to lead our people team and HR functions building on our People Development Plan that has guided our progress to date.

### **The role**

The People Director is the most senior Human Resources (People) professional within the organisation. Reporting to the Chief Operating Officer, you will operate at the most strategic level within the organisation and be responsible for ensuring that all aspects of our work with staff has the maximum impact on everyone involved with the trust.



The People Director will 'set the tone' for how the people function will operate - ensuring their approach to recruitment (including attraction and induction), retention (including succession planning), pay and performance management builds, maintains and develops the very best practitioners in every field of our work. You will work alongside the leaders of the trust to ensure that professional development is at the heart of our people offer and establish and embody a culture that ensures everyone is accountable for their actions in pursuit of the best possible outcomes for our employees.

You will lead the work of our people function with credibility and knowledge and take a pragmatic approach to balancing risk and achieving results in a timely and cost-efficient manner. You will analyse and evaluate how we are organised in this area.

### **Key Responsibilities:**

- Support the Executive Leadership Team (ELT) in the review and subsequent delivery of our People Development Plan (PDP).
- Set clear directions for HR Operations, creating and enabling delivery of the Plan.
- Work with Regional Directors to support their HR leads in the consistent delivery of standard operating procedures.
- Evaluate the outcomes of the PDP and ensure it remains appropriate.
- Assume responsibility for all the compliance requirements including staff handbooks, policies and issue resolution.
- Assume responsibility for all key cases, liaising with the Trust's external HR partner, and reporting the most significant high-risk cases to the Board.

- Continually review the service provided ensuring it meets the needs of users.
- Develop and maintain effective internal relationships with key stakeholders.
- Ensure innovative recruitment and succession planning is in place.
- Review and develop our Talent Management Strategy.
- Review and develop our Apprenticeship Strategy for both our students and our workforce.
- Create a CPD strategy that supports retention and attraction of staff using the data we have on our workforce and the market challenges.
- Work with ELT on a National Recruitment Strategy that complements and supports regional initiatives.
- Ensure implementation of effective HR communication and develop opportunities for involvement and participation.
- Manage, develop and motivate a remote team of HR professionals.
- Be both strategic and hands on in maintaining and evolving the team culture.
- Manage department expenditure within agreed budget.
- Represent the COO on all HR matters in ELT and Board meetings as required.
- Carry out any additional duties as reasonably requested by line management.

## PERSON SPECIFICATION

### Qualifications

- 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 customer-focused strategic HR function within a large comparable organisation.
- Proven track record in developing and delivering a People Strategy.
- Experience of working with senior stakeholders to enable the organisational delivery of strategic and operational HR.
- Experience of managing HR change, including the management of TUPE, contractual change management and trade union engagement.
- In-depth knowledge of employment law and other legislation and experience of developing and implementing organisation-wide HR strategies with evidence of impact.
- Successful track record of using HR/People interventions to support organisational change.
- Previous experience of managing a remote HR team.
- Experience of delivering and implementing effective HR systems.
- Experience of managing HR budgets, ensuring resources are used to provide a cost effective and efficient service



### Knowledge and Skills

- 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.
- Knowledge and experience of Management Information Systems.
- The ability to understand the HR 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.
- Ability to travel nationally on an ad hoc basis.

**Further information**

The role is a national role. E-ACT provide education in London, Birmingham, Bristol, Manchester, Oldham, Buckinghamshire, Northants, Sheffield and Walsall with hubs across the region. The working base will be agreed with the appointed candidate and given our location then we have various options. The organisation is also prepared to support flexible and hybrid working.

## HOW TO APPLY

To apply, please complete the application form or send a CV with a supporting letter. Your application should outline your motivations for applying for the role and should address the points in the reasons for applying as well as how you satisfy the Qualifications and Experience elements of the Person Specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

Please send your completed application by e-mail to [apply@pentir.com](mailto:apply@pentir.com) All applications will be acknowledged.

The closing date for applications is **Friday 18<sup>th</sup> November**.

Should you have any queries or would like a confidential conversation about the role, then please contact Mike Phillips ([mike.phillips@pentir.com](mailto:mike.phillips@pentir.com) on 07830 313915) or Maureen Nicholas ([maureen.nicholas@pentir.com](mailto:maureen.nicholas@pentir.com) on 07540 222519) at our advisors Pentir.

*All appointments are subject to satisfactory references and eligibility to work in the UK.*