Regional People Development Lead

JOB DESCRIPTION

Role Purpose:

The purpose of this role is to provide regional strategic leadership of the People Development operation of the Academies to meet performance targets and ensure long term staffing stability and to performance manage the Regional People Development team..

Key Accountabilities:
Reporting to the Regional Business Manager, this post holder will be accountable for

Strategic
- Provide timely reports, analysis and forecasts against staffing establishment, recruitment and induction, staff turnover, performance management, absences and HR issues, co-ordinating all processes to meet monthly KPIs and audit requirements and ensuring all Employment policies are adhered to.
- Lead on recruitment, staffing analysis, performance management, absence management and all People Development policies.
- Contribute to the regional strategic operational plan with specific responsibility for producing and delivering an annual People Development and Resources plan including resourcing/talent planning, organisational design, training and performance management ensuring it is in line with the Academies staffing plans.
- Design and effective operation of the People Development administrative processes.

Operational
- Ensure timely and accurate preparation of staff information for the monthly payrolls and complete annual required staffing audits
- Advise on and co-ordinate disciplinary, capability and absence processes and documentation as necessary in conjunction with relevant policies and involving appropriate stakeholders such as Trade Unions
- Maintain accurate and up to date staff records to meet E-ACT requirements, ensuring compliance with the General Data Protection Regulation, Safeguarding/Single Central Record associated legislation.
- Oversee effective administration of staff recruitment processes including advertisements, application packs, referencing, interviews and appointments, ensuring compliance with E-ACT requirements and Safer Recruitment policy

- Ensure that processes and systems are in place for the effective management of staff absence, including recording and monitoring absence levels and advising management on appropriate actions in accordance with Sickness Management policies and procedures
- Liaise with external agencies regarding staff issues concerning safeguarding/child protection
- Prepare the school workforce census for authorisation and other statutory returns as required
- Share good practice through communication and training managers/staff

- Advise staff on people development processes including salaries, sickness and maternity procedures, redundancy and other matters of dismissal

People Development and Management
- Workforce planning for current and future demands to ensure sufficient, appropriately trained staff are available to effectively perform day-to-day requirements and manage periods of peak work volumes to meet KPIs.
- Actively lead and participate in the recruitment and selection process of new team members
- Coach, mentor and develop staff including overseeing new employee onboarding, agreeing objectives, performance management, appraisal and career planning and identify CPD needs and opportunities.
- Consciously create a spirit of team work amongst department members that promotes E-ACT values and policies, challenging unacceptable behaviours and addressing conflicts swiftly, instigating relevant procedures such as capability, disciplinary and grievance.
- Manage staff absence within your area of responsibility taking actions as appropriate in line with E-ACT policy and procedures, liaising with People Development and employee representatives
- Work within the departmental financial budget, ensure value for money from all procured services and supplies in line with E-ACT's Financial Management policies

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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Version	1.0

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.

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OUR VALUES

Thinking Big	- 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
Doing the Right Thing	• 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
Showing Team Spirit	• 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

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement   **Assessed at**

E – Essential   **A** – Application Stage

D – Desirable   **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	CIPD or other appropriate HR qualification or relevant experience and willing to work towards	X		X	X	X
	Honours degree qualification		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
	Knowledge of terms and conditions of school-based staff		X	X	X	X
Experience	Experience of developing and implementing HR policies	X		X	X	X
	Experience of monitoring HR measures of performance and preparing reports for management teams and senior management	X		X	X	X
	Experience of working with Trade Unions/Professional Associations	X		X	X	X
	Experience of production of monthly payroll data	X		X	X	X
	Experience of performance management processes	X		X	X	X
	Experience of maintaining Single Central Register		X	X	X	X
	Experience of working in an education environment		X	X	X	X
	Experience of completing statutory data returns		X	X	X	X

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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 promote a positive ethos and attributes	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
	Ability to use spreadsheets, word processing and software packages	X		X	X	X

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