

Job Description

Post: Regional Head of HR

Purpose

To challenge educational and social disadvantage in the north.

Duties and Responsibilities

- Live the mission and values every day.
- Provide challenge to Executive Principals and Principals if talent is not put first.
- Become a trusted and valued business partner, and provide an outstanding, proactive and solution-focused HR and talent service.
- Lead on selected areas of Trust-wide HR as assigned by the CPO such as ER, Talent, HR systems / payroll etc.
- Act as the subject matter expert across different elements of HR including talent management, ED&I, employee engagement, employee relations and HR systems.
- Work closely with the Talent Acquisition Manager to support academies to fill vacancies and ensure that all applicants have an excellent recruitment experience.
- Partner with Executive Principals and Principals to build highly engaged teams and craft Dixons culture, including effectively utilising the annual employee experience and engagement survey process.
- Lead and co-ordinate the Trust approach to talent mapping and succession in assigned academies working closely in partnership with the Centre for Growth to provide targeted development interventions.
- Support academies with complex ER issues escalated from the HR advisory service ensuring that employees are treated fairly in line with Trust policy and risk is appropriately managed.
- Quality assure HR systems and procedures in academies and support development where required.
- Support the TUPE process and onboarding of new schools and ensure that school leaders are expertly supported with the implementation of the HR elements of the Trust's academy transformation plan.
- Act as the subject matter expert on re-structuring and support academies to manage these processes in line with employment law and the Trust values.
- Contribute to the development and delivery of a programme of high-quality HR training across academies.
- Ensure that ED&I is a key consideration for our teams and lead training and facilitation of the ED&I strategy in academies.
- Manage selected outsourced providers to provide a high level of service to the Trust.
- Work with the wider HR team to support the effective development and administration of HR policies, systems and processes.
- Contribute to the development of people analytics and effectively utilise M.I to leverage change and put talent first.
- Work with key cross-cutting teams to secure aligned autonomy and push power down.
- Manage own workload and, where necessary, that of others.
- Engage fully in the Trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the Trust's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the Trust and academy calendars.
- Consistently implement all Trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the CPO.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.