

<b>Job title:</b>	HR Business Partner
<b>Job ref:</b>	HFL1421
<b>Hours:</b>	Contracted hours between 30 – 37 hours per week depending on the candidate.  We will consider applicants working either 40 weeks per year (Term Time Only + 2 weeks) or 52 weeks per year.
<b>Salary band:</b>	Band 5 - £38,000 - £41,000
<b>Contract:</b>	Initial 12 months fixed term contract / internal secondment with possibility of permanent appointment thereafter.
<b>Reports to:</b>	Head of HR and Recruitment Services
<b>Team:</b>	HR and Recruitment Services
<b>Location:</b>	Remote working with flexibility required to work across educational settings in Hertfordshire and neighbouring counties, with occasional visits to our Head Office in Stevenage, Hertfordshire, up to 2 days per week.

## Our company

Herts for Learning (HfL) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HfL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

## Job context

Herts for Learning's HR & Recruitment Services work to support customers in delivering an excellent education for children by providing advice and support on solutions tailored to meet the needs of their setting.

Our HR and Recruitment offer is founded on our deep knowledge of the education sector and our appreciation that schools need high quality, expert HR advice both proactively and inevitably, reactively, alongside forward-thinking proactive recruitment strategies.

Herts for Learning's HR Services Team provides specialist HR advice and consultancy to over 500 schools, with approximately 20,000 staff. Customers repeatedly buy back into our service year after year because of the depth of expertise and the high quality of the service we provide

## **Purpose of the job**

The role-holder will work with the Head of HR and Recruitment Services, the HR & Recruitment Management team and the various sub-teams to support the development of bespoke and strategic support services to our customers.

The role will focus on academy and trust customers, understanding the evolving needs of this customer base and broadening our consultancy offer to ensure that Herts for Learning's offer meets these needs.

The role holder work to establish credibility and grow our relationships and opportunity pipeline with academy and trust customers and partner with them at a strategic level to support the development implementation of HR strategies and programmes to meet their needs.

## **Main areas of responsibility**

The HR Business Partner will be responsible for:

- Contributing towards the strategic planning of service development for academy and trust customers.
- Conducting research and engaging with customers to support the evolution of services for academy and trust customers.
- Design and creation of consultancy services and evolution of existing service portfolio to meet the differing needs of academy and trust customers.
- Working alongside sub-teams including the policy and portal team, the L&D project team and the HR Advisory team to integrate the needs of academies and trusts into strategic plans and service delivery.
- Mentoring and upskilling colleagues on the differentiation of service needs of academies and trusts
- Providing professional HR advice and consultancy across academy and trust customers to support Headteachers, Executive Headteachers, Service Directors, COOs and Trustees in managing HR issues.
- Delivering a range of traded and retained HR Services to customers.
- Effectively supporting employee relations cases through to resolution, including capability, ill health, disciplinary, grievance, safeguarding and pay. Guiding Leaders on pragmatic solutions to support their objectives.
- Supporting organisation change projects, including restructure, redundancy and TUPE processes, at a strategic and advisory level.
- Keeping abreast of national policy changes, HR and employment law developments to inform practice and services within the team.
- Balancing a commercial mindset with a not-for-profit ethos and our organisational moral purpose.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary, particularly in light of the current Covid-19 situation.

## **Person specification**

Please provide a supporting statement outlining why you are applying and how you meet the criteria below;

### **Qualifications**

- Holds a CIPD Qualification at level 7 or above, is in the process of gaining accreditation, or has equivalent experience.
- Educated to degree level or has equivalent experience.

### **Knowledge**

- Strong knowledge of employment law. Experience of, or ability to come up to speed quickly on, Education sector employment law would be an advantage but is not essential to be successful in this role.
- Knowledge of the education sector and the drivers of academies and trusts, or ability to come up to speed quickly in these areas, would also be an advantage.

### **Experience of**

- Partnering and building impactful relationships with executive or organisation leadership level stakeholders.
- Working with senior leaders of internal or external customers to understand current and future needs of the business, diagnose key opportunities for change and design and deliver integrated solutions designed to support HR projects and change delivery to achieve customer business outcomes.
- Working in a senior capacity or consultancy basis across a range of complex HR projects, including change management, restructuring and redundancy, TUPE, leadership development, talent management and organisational design and development.
- Creating opportunities to influence strategic goals or 'sell' products and services.
- Providing professional advice to stakeholders across the employee lifecycle
- Supporting employee relations issues to completion including disciplinary, grievance, capability and ill health
- Analysing complex information and situations and giving pragmatic and tailored HR Advice to support customer needs.

### **Skills and abilities**

- Excellent interpersonal skills. Able to engage and influence a wide range of stakeholders.
- Ability to think and act pragmatically.
- Future focused, inquisitive and open-minded

- A flexible approach and ability to adapt to differing client environments.
- Well-organised individual with ability to balance competing demands and successfully manage client expectations.
- Ability to interpret and analyse information from a range of sources and develop and articulate related strategies and recommendations appropriately.
- Able to demonstrate a commercial mindset in alongside a commitment to HFL's not-for-profit ethos.
- Strong attention to detail and ability to diagnose and solve problems.
- Solid up to date HR generalist experience.
- Experience of operating in public, education or not for profit sector would be an advantage but not essential.
- Strong commitment to Herts for Learning's purpose and values
- Role models Herts for Learning's values and CSR objectives
- Strong passion for delivering exceptional service

## Equal Opportunities

HfL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HfL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Black Lives Matter statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

## Disclosure and Barring Service

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## Intellectual property rights

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

## APPLICATION PROCESS

For an informal discussion regarding the role, please contact Chris Brown on 07500 125068 or at [chris.brown@hertsforlearning.co.uk](mailto:chris.brown@hertsforlearning.co.uk), and provide your mobile no. so a mutually convenient time can be arranged to discuss the role.

To apply, please download and complete the HfL application form along with the supporting statement, explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HfL team.

As part of our move towards eradicating unconscious bias within the recruitment process, we ask that you follow the guidance stated in the application forms and submit these in a word format to enable your application to be anonymised.

To help HfL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HfL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

To submit your application or to discuss any recruitment queries please email our Central Recruitment Team on [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) or 01438 544439.

**Closing Date: 21<sup>st</sup> April 2022 at midday**

**\*Interview Date: 29<sup>th</sup> April 2022**

\*Please note that the interviews may take place in person or remotely.