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Head of Human Resources Job Description

The BOA Group has an exciting opportunity for a new Head of Human Resources. We are looking for someone to join our Multi Academy Trust (MAT) to help drive growth, whilst maintaining and developing a supportive and engaging culture.

Key Responsibilities:

- Being the first point of contact for the Principals, Executive Director (of the Old Rep Theatre) and CEO to assist with any HR queries they may have.
- Build and maintain strong business relationships with the Principals, Executive Director and CEO, ensuring they are supported and coached.
- Support all staff through the appraisal process and performance reviews.
- Preparing contracts of employment, offer letters, and other correspondence.
- To manage the induction process for new starters and exit interviews with leavers.
- To understand and adhere to the confidentiality requirements when handling employee issues and data.
- To build and promote the HR strategy within the BOA MAT and implement the HR strategies that supports the Trust's objectives
- Promoting a culture of employee wellbeing by supporting all associated initiatives.
- In conjunction with the Academy Principals and Theatre Director, identify staffing needs within the business and oversee the end-to-end recruitment process.
- Collating and analysing HR data and providing monthly/quarterly reports to the Principals, Executive Director, CEO and Board of Trustees on trends and patterns.
- Work in close partnership with the Principals, Executive Director and CEO and drive best practice across all areas of the Trust.
- Ensuring each organisation within the Trust remains compliant with all HR processes and employment law and update policies and procedures in line with new and upcoming employment legislation.
- Advise and implement training and development.
- Manage the relationship with external professional partners including Solicitors, Occupational Health, Recruiters, Training Providers, and other external resources
- Manage all employee relations matters, such as sickness absence, grievances, complaints, etc.
- Manage parental complaints
- Maintaining staff records
- Any other duties in the general scope of the role, as required

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Head of Human Resources Person Specification

Training and Qualifications

- A self-motivated professional with a minimum of a level 7 CIPD qualification (or equivalent).
- Evidence of continuing professional development relevant to a HR Management role.
- Excellent interpersonal skills backed by a sound knowledge of employment law and best practice Experience
- Significant people management experience
- Possesses broad knowledge of HR
- Operational HR experience in fast paced organisation
- The ability to influence and engage cultural change amongst employees
- Strong commercial awareness with an appreciation of operational functions
- Strong attention to detail and able to meet tight deadlines without compromising accuracy
- Proven experience of working with HR systems
- Leadership skills: people driven, engage and inspire
- Previous work in education is desirable but not essential

Skills

- Self-sufficient.
- Stakeholder management.
- Knowledge of employment law, recruitment, and associated issues.
- Strong communication skills – both written and verbal.
- Resilient under pressure with the ability to maintain a high level of accuracy and adhere to high standards.
- Have sufficient IT Skills (Microsoft Office).
- Time management.

Personal Attributes

The right candidate will be a highly organised and resilient individual looking to work within a fast-paced and best-practice standalone role. You will be able to demonstrate accountability to create and execute solutions that deliver desired results. Able to use personal initiative to work collaboratively and have a "can do" approach that thrives in a continuous improvement culture. You'll be a key point of contact in working with the senior leaders within the Trust, therefore, strong stakeholder relationship building will be important within this role.

Hours

- Full time: 37.5 hours/week

Salary

- Circa £50,000 per annum

How to Apply

Any offer of employment is subject to a satisfactory Enhanced DBS check.
Please send CV to jobs@eaglehr.co.uk
Deadline: 13th June 2022