

Job Description & Person Specification

Job Role:	People Services Partner
Service/Provision:	Central Services
Job Family:	People Services
Line Manager:	People Services Manager
Salary Band:	Brunel Grade D 1- 5
Annex	Please ensure you refer to Annex 1 with this Job Description

The post holder will provide a comprehensive and pragmatic advice and support service to provisions across Brunel to enable the best outcomes for our Children and Young People (CYP) and supporting the organisation's growth.

The post holder will work flexibly across sites and act as the main point of contact for Heads of Provision within their remit. The post holder will actively engage with, and support to develop, new processes to ensure practice across Brunel is consistent and in line with Brunel's core values, challenging where appropriate, and working innovatively to continually improve the People Service.

Key Responsibilities

- Work in collaboration with Central colleagues, provision-based employees, and Brunel leaders including, Directors of Education, Heads of Provision, and Senior Leadership Teams, in relation to the full range of employment and employee relations matters:
 - Work with colleagues across the People Services Team in order to provide a first-class People service.
 - Provide accurate and timely advice, support, and guidance to Heads of Provision and managers, building strong and trusting relationships.
 - Ensure Heads of Provision and managers are kept informed of changes to legislation which may impact upon their employees.
 - Complete regular meetings with Heads of Provision to discuss People KPIs, workforce planning, and employee relations cases.
 - Continually share best practice with colleagues across the People Services Team.
- Effectively manage the employee relations caseload to achieve efficient and positive outcomes to issues arising, ensuring legislation, policy, and best practice are followed, and options and risks are clearly explored and analysed:
 - Provide advice, coaching, and support to Heads of Provision and managers on the full range of employee relations issues, including disciplinary, capability, grievance, and absence management processes.
 - Represent Brunel in Allegations Management Meetings in partnership with the Trust Safeguarding Lead and Head of People Services, liaising with external parties, such as the LADO, social services, and the police, and ensuring updates are communicated to relevant parties within Brunel.
 - Support Heads of Provision and managers in meetings with trade unions to promote a positive working environment and resolve conflicts.
 - Work in partnership with trade unions on individual employee relations issues and change management programs.
 - Update and maintain the cases module within SAM People.
 - Ensure completion of probationary reviews, advising and coaching where necessary, to ensure poor performance is managed from an early stage.

- Provide advice, coaching, and support to managers in relation to workforce planning and change management programmes, ensuring communication and consultation with all relevant stakeholders:
 - Work with the Resourcing Team to ensure the provision's resourcing needs are met and that resourcing campaigns are accurate and timely.
 - Work with the Finance Team to ensure that any change in structure is accurately budgeted for and that internal authorisation processes are followed.
 - Work with the Head of People Services and the People Services Manager to coach and support Heads of Provision and managers through restructuring and consultation processes, engaging with trade unions, and ensuring communication with employees is timely and consistent throughout.
 - Complete job evaluations and advise Heads of Provision and managers through the job design process as needed.
 - Support the Head of People Services and the People Services Manager with TUPE processes and academy conversion processes as necessary.
- Manage and co-ordinate all generalist People Services matters ensuring compliance with all statutory requirements and Brunel's systems of operations:
 - Undertake SCR Audits with the Headteacher ensuring compliance with KCSIE.
 - Be present during OFSTED inspections to showcase the SCR and provide expert knowledge on safer recruitment procedures.
 - Actively and continually contribute to the development and review of People policies and procedures, ensuring compliance with new and changing legislation.
 - Advise managers on the implementation of People policies within their provision to ensure consistency of practice across Brunel.
 - Contribute to the development of supporting documents and templates covering all aspects of the People Services function, including policies, letter templates, and pro formas.
 - Maintain the people data on SAM People in line with GDPR, assisting in regular auditing and data cleansing activities.
 - Ensure all People data is held in line with GDPR.
 - Ensure contracts of employment and other documentation are processed in a timely manner and in accordance with statutory timescales.
 - Complete the leaver process for all Brunel leavers, ensuring that exit interviews are completed and that responses are recorded.
 - Complete the submission of the Schools Workforce Census on an annual basis in line with statutory timescales.
- Gather and utilise People Management Information (MI) to enable effective performance measurement and targeting of resources:
 - Support the People Services Managers in the analysis of exit interview data and implementing strategies as needed.
 - Ensure the Head of Provision has the most accurate People data for their provision to guide and support them making sound and detailed decisions within their teams.
 - Report any themes and trends identified in the individual provisions to the Head of People Services, including any skills gaps, case trends, or any areas of opportunity for development.
- Work in collaboration with Payroll, Resourcing, and the external payroll provider to ensure employees are paid correctly and on time every month:
 - Ensure that People queries, including pay queries, are addressed in an appropriate and timely manner.
 - Support the Payroll Advisor to check and sign off the payroll each month.
 - Work with the Payroll Advisor to maintain the payroll query spreadsheet following payroll each month to ensure that errors are monitored and rectified in a timely manner.
- Provide relevant training to Heads of Provision, managers, and employees to support in the implementation of People processes and strategies:

- Advise and coach Heads of Provision and managers to build capability for managing their employees, embedding People skills and knowledge to manage their people well and provide best practice outcomes.
- Work with the Head of People Services and the People Services Manager to support Heads of Provisions and managers to deliver ad hoc People training to their employees.
- Ensure employee wellbeing is placed at the centre of all People practices and processes:
 - Provide support to Heads of Provision, managers, and employees in relation to employee wellbeing, including the completion of Occupational Health referrals, providing advice on reasonable adjustments, and signposting to support.
 - Maintain up to date Mental Health First Aider training in order to provide mental health support as needed.
 - Contribute to the design and implementation of employee engagement initiatives to boost morale, productivity, and retention with individual provisions and across the Trust.
 - Support Heads of Provision to conduct surveys and feedback sessions to understand employee needs and address concerns at individual provision level, as needed.
- Support with key People Services projects as and when required.
- Undertake professional projects to improve the quality of the service in line with organisational objectives.
- Undertake other responsibilities as reasonably requested by the Head of People Services or People Services Manager.
- Under the guidance of the Head of People Services and People Services Manager, identify and complete regular and relevant CPD and training
- Work independently ensuring all activity is consistent across Brunel and in line with current policy and employment legislation.
- Maintain a detailed knowledge of employment legislation and statutory guidance, independently attending webinars and sharing learnings with the People Services Team.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Minimum Level 2 qualification in English and Mathematics • CIPD Level 3 certified • Full UK driving license. This post necessitates travel between sites, if you do not have a driving license or means of transport, you will need to demonstrate how you will meet this criterion. 	<ul style="list-style-type: none"> • Have or be prepared to study Level 5 CIPD qualification
Knowledge and Experience	<ul style="list-style-type: none"> • Have sound knowledge/skills to demonstrate employment law legislation and how this can be practised. • Demonstrable knowledge, professional development and experience relevant for the role • Solid understanding of HR practices, procedures, be able to handle multiple employee relations cases and record this through a case management process. • Understand and respect sensitivity of HR information to ensure confidentiality of all written and verbal communications at all times. 	<ul style="list-style-type: none"> • Ideally have experience of line management accountabilities, or be willing to learn and train for these essential skills

Skills and Abilities	<ul style="list-style-type: none"> • Be highly organised with excellent HR partnering skills to influence, lead and engage to work harmoniously, efficiently and often under pressure. • Be highly proficient in Word, Outlook, and Excel and ideally have experience of using databases • Have the ability to prioritise and work accurately with attention to detail within constraining and variable deadlines. • Have excellent communication skills, both verbally and written and demonstrate these where required • Able to keep calm under pressure in highly emotive situations. • An excellent passion to deliver thorough attention to detail on all tasks and projects with a logical/ methodical approach and style. • Assertive, able to quickly establish integrity with a realistic and flexible approach whilst building relationships at all levels within the organisation. • Organising your own workload, making decisions, and responding independently to unanticipated problems and situations. 	
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