



Job description for the post of: Director of People

Salary Range: NJC Grade I Scale point 34-38 (£43,693- £ 47,754) FTE 1
Permanent

Responsible to: COO

Supervision / Line Management Responsibilities of the post

- Trust People Team

Role overview:

The Director of People is a pivotal role, to bring a forward-thinking approach to business partnering, which shapes and will work closely with the CEO and COO to deliver the Trust People Strategy and operationally will deliver its Strategic objectives.

Reporting directly to Chief Operating Officer this role will support the Trust Executive Senior Leadership Team and facilitate the operational delivery of people planning, staff engagement and staff development to ensure that these pillars and workstreams drive high performing teams and support engagement, development and retention of our people.

This role will lead case management, ensuring high-quality business partnerships are sustained across all schools, academies, and business areas within the Trust, while guaranteeing cases are handled efficiently and effectively.

The Director of People will provide professional and effective support to ensure that all our people know what is expected of them in their role and are developed and supported to reach their full potential.

The Director of People will also develop clear, consistent and legally compliant employment policies and procedures and ensure that leaders are empowered to manage their people with the most caring and respectful of approach.

Working directly with the Chief Operations Officer the Director of People will drive a strong culture of engagement whilst supporting leaders and managers to improve staff wellbeing ensuring that all our people have access to a high-quality wellbeing offer along with regular opportunities for their voice to be heard through a structured programme of engagement.

The role will be a facilitator of change; effectively working in partnership with the Leadership teams to develop their people skills in managing and developing high performing teams as well as developing reward and development solutions.

Role specific responsibilities

- Operationally delivering the People Strategy ensuring it supports the academy improvement plans and strategic objectives.
- Drive engagement by ensuring completion of the People Surveys using Edurio ensuring agreed actions are implemented, there is effective follow up and continued measurement is in place.
- Support the Trust to manage the attraction, development and succession processes to ensure there is an effective succession plan and talent pipeline.
- Support the Trust and champion its SCITT and programme of initial teacher education to ensure there is an effective succession plan and talent pipeline within the Trust region and community.
- Working with leadership teams in schools and academies to ensure recruitment plans are in place which meet the needs of the academy both now and in the future.
- Ensure leaders have people plans in place to ensure the organisation is fit to meet current and future needs.
- Lead the analysis of current and proposed workforce staffing models.
- Ensure staff performance is managed; support plans are in place where improvement is required, and policy and procedures are understood and adhered to.
- Coaching managers to ensure they understand the importance of quality conversations with their teams and have the skills to conduct them.
- Ensure effective people management processes such as absence, discipline, grievance, wellbeing and under performance are managed effectively.
- Work closely with and support the wider Central Team to ensure cases are being managed/led efficiently, advice and guidance is in place and guidance documents are regularly reviewed.
- Operationally lead the strategic need for change on staff structures and support leaders to build credible business cases including financial analysis, options and recommendations to maximise efficiency and meet improvement plans.
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- Engage with, and challenge, senior leaders about purpose, principles, process and benefits of change in staffing structures which are linked to the School/Academy Improvement Plans and future needs.
- Ensure effective equality and diversity strategy across our Trust and its schools/academies.

- Ensure the effective development of trust induction processes and any follow-up training.
- Work with the Chief Operations Manager to develop and implement local (Trust specific) and national (DfE ECF and NPQ suite) talent management programmes
- Analyse data on staff absence and turnover and produce an action plan to influence future strategy.
- Lead and advise senior leaders on key consultations with trade unions on a range of people management issues, restructures and reduction programmes including our Trust JCC committee.
- Review relevant employment law, regulations and policy in all areas of people management.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.