

Ruskin Mill Trust (the Trust)

Job Description

Position:	Head of Human Resources (Sunfield)
Field of Practice:	Transformative Leadership and Management (Field 7)
Post Reference No:	RMT100157
Grade:	14
Responsible to:	Trust Head of Human Resources
Location:	Sunfield Children's Home (will be required to work at other bases within the Trust)

Job Purpose

This post is based within the Central Services function of Human Resources; however, it is located at an individual provision with primary responsibility for one or more provisions, as well as providing Trust wide support when required. The post holder will primarily be responsible for the management, development, and promotion of the human resources function at their allocated provisions, some of which may be some distance from their main place of work.

To provide a professional, customer focused proactive human resources service to Managers and staff.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College or School.

The post holder is to contribute to the whole life of the College, School and Trust, always remembering that our core purpose is to improve the education and lives of the young people at our provisions.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require. Overnight stays will also be a requirement.

You will be required to carry out your duties at all Trust premises, some of which are located a distance from the main provision sites and at such other places as the Trust may reasonably require.

Evening and weekend working may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. To provide strategic, operational direction and leadership for the HR functions encompassing the provision of HR, operational training, learning and development.
2. Drive the development and improvement of HR processes and technologies to support the Trust's vision, values, purpose and business strategy.
3. To uphold, safeguard and promote the organisation's values and philosophy as set out in the organisation's strategy.
4. To devise and implement an HR operational strategy in line with The Trust's overall business strategy working closely with the Trust Head of Human Resources.
5. To attend and to be an effective contributor to the overall Sunfield Senior Leadership Team, representing the Central Services HR Management Team. Also fully contribute as required to the Central Services HR Management Team.
6. To consider, in-conjunction with the Head of Training and Development lead and make recommendations regarding staff training needs in relation to team building, staff performance, capability and effectiveness.
7. To be responsible for the management of the human resources at a number of Ruskin Mill Trust provisions, this is likely to cover a multi-organisational approach as well as day and residential provisions.
8. To manage the Trustee HR Committee process supporting the Chair of the Committee to structure agendas and produce minutes etc.
9. To be a member and to be the chair of Sunfield Children's Home Joint Negotiating Committee in respect of the organisation's recognition of Unison and good practice way of working with the NUT and NASUWT and be the first point of contact with officials from these unions.
10. To be actively involved in recruitment as appropriate (including for example: writing/revising Job Descriptions/Person Specifications or advising other managers on this; drawing up advertisements; deciding on the most suitable recruitment methods; initial selection for interview; preparation for and participate in interview/selection process; ensure Safer Recruitment practices are followed; contribute to decision making re appointing).
11. To maintain the human resources databases and ensure all files are complete and up to date, this includes the Single Central Register. To complete annual returns required by DoE, Ofsted and other statutory or regulatory information. To keep the Principal and Trust Head of Human Resources up to date on a regular basis.
12. To advise a range of managers on all human resources management issues; including workforce planning, organisational restructuring, staff recruitment, employee relations and performance management.
13. To manage, co-ordinate and support recruitment and selection processes and procedures, provide advice and guidance to managers and carry out associated administration, and to keep the Trust Head of Human Resources updated on a regular basis.

14. To ensure that there is a smooth appointment process for applicants and that all of the appropriate vetting checks are conducted with rigour and confidence prior to commencement, this will include references, immigration requirements, Disclosure and Barring Service Checks, Overseas police checks and qualification and training checks.
15. To manage, co-ordinate and issue contracts of employment and variation letters to confirm changes to terms and conditions of employment.
16. To manage, record and maintain staff data and information, primarily on the human resources database, and to produce effective management information as required, including holiday and absence recording along with undertaking on a regular basis an audited of such files and information and keeping the Trust Head of Human Resources updated.
17. To provide detailed advice on the handling of grievance, disciplinary, harassment, performance and sickness absence matters and where necessary act in a mediation role to seek to resolve disputes; and keep the Trust Head of Human Resources updated on a regular basis.
18. To manage and co-ordinate maternity, paternity, adoption and special leave requests.
19. To manage absence and to provide advice and guidance to managers on absence management ensuring compliance with respective policies and procedures, and attend welfare visits and co-ordinate occupational health issues.
20. To undertake general administration duties associated with the human resource function across all Schools, Colleges and the Trust.
21. To provide confidential advice to individual members of staff on a broad range of human resource issues, handle diverse casework and disseminate good management practice.
22. To provide support and advice to line managers and other managers, including Principals and Headteachers, in respect of human resources issues, ensuring that all human resource implications are considered.
23. To be aware of changing employment legislation, new developments, innovations and have a political understanding in the field of human resource practices, in order to maintain high standards and contribute to the continuous improvement of service delivery.
24. To ensure that quality standards in respect of human resources practice within the provisions are met e.g. Safer Recruitment Practices, Independent Specialist School Standards and Ofsted etc., and to work with colleagues to ensure consistency of approach and a high level of practice across the Trust.
25. To be responsible, in conjunction with colleagues across the Trust, for ensuring that the Trust meets all its legal obligations and objectives in relation to diversity and equality issues, health and safety and safeguarding in respect of staff, students and applicant students, including championing equality and diversity.
26. To develop and maintain productive, proactive employee relations with employees and their representatives in order to develop good quality services, agree human resources change, resolve conflict and promote a harmonious working environment.

27. To assist the human resources management team in the development of human resource strategies to ensure the employment and deployment of a well-qualified competent and motivated workforce in order to improve the quality of services to customers/users.
28. To develop and deliver training and awareness sessions for managers in relation to relevant human resources practices and new employment legislation within the remit of the role.
29. To lead on and/or participate in Trust wide corporate projects including undertaking research information and provide ad hoc reports as required,
30. To support the provisions and Trust in strategic planning, advising managers on workforce issues and participating in the planning processes.
31. To undertake and manage specific projects and to work with others to develop, implement and review human resources policies and procedures, which reflect employment and work style patterns, and meet the needs of the provision and Trust.
32. To develop and maintain systems for performance management in line with Trust and provision requirements.
33. To be a key stakeholder and sit on the equality and diversity working groups across the Trust. In-conjunction with the Director of People, Employee Engagement and PSTE and the Trust Head of Human Resources establish and maintain effective partnership working arrangements with external agencies with complementary equality and diversity agendas in order to optimise opportunities for collaborative working and employ best practice.
34. To work collaboratively with colleagues in the Department of Human Resources to produce a seamless service and advice function to the Trust.
35. To exploit the use of information communications technology including the human resources database to achieve quality in all aspects of work undertaken.
36. In-conjunction with the Principal, Senior Leadership Team and Trust Head of Human Resources monitor staffing establishments and budgetary implications.
37. Work closely with the finance department to ensure any information that is required is sent on time and is accurate including seeking advice and guidance as appropriate.
38. The post holder will be required to work at all provisions across the Trust, and provide sickness and absence cover for other members of the Department of Human Resources personnel, as required.

Cross Trust responsibilities

1. To undertake project work as required by the Director of People, Employee Engagement and PSTE which may include policy development
2. To conduct audits to ensure that all of the HR teams are maintaining a high standard of compliance with vetting requirements, and provide regular reports and updates to the Director of People, Employee Engagement and PSTE and Trust Head of Human Resources on areas of concern and new developments which will impact on the work of the team.

3. To act as the HR Manager for the Central Services function as required and provide senior HR direction and support.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of children, young people and students.
2. To be responsible for promoting and safeguarding the welfare of students, young people, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with children, young people and students as and when required.
7. To comply with all the policies and procedures of Sunfield and the Trust as contained in the booklet entitled "Ruskin Mill Trust Limited - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.
11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Head of Human Resources has line management and supervision responsibility for Human Resources Advisors and Human Resources Assistants, and may be required to line manage other designated staff.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

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The following are the criteria that will be used for Shortlisting

Essential Skills and Experience:

- A track record of managing an HR operational Service
- CIPD qualified and registered with CIPD as MCIPD or higher or equivalent qualification and experience
- Effective knowledge of employment legislation and HR best practice and its practical application
- Substantial experience and successful record of leading change in an organisation
- Experience of leading staff teams
- A flexible can do attitude
- Experience of delivering training and other learning interventions
- Good IT skills and experience of using HR systems
- Ability to manage use of time effectively and deal with conflicting priorities
- Ability to demonstrate high levels of discretion and confidentiality
- Experience of working within a complex organisation
- Ability to work under pressure and to tight deadlines
- Ability to present information to a variety of audiences
- Knowledge or willingness to learn about the vision, values, purpose and method of Ruskin Mill Trust in relation to the works of John Ruskin, William Morris and Rudolf Steiner
- Strong sense of professional pride and personal integrity
- Adaptable and shows initiative
- High level of personal resilience
- Good communication skills
- Experience of working with trade unions is desirable
- Experience in a similar type of establishment which has residential care along with education is desirable
- Experience of designing and leading training for staff on HR issues relevant to this type of setting is desirable

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Ruskin Mill Trust	Within first 2 weeks of employment	2 week programme
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
	Craft activities as agreed with line manager	1 year	Variable