



LION
ACADEMY
TRUST
YOUR CHILD, **OUR PRIORITY**

LAT HR Employee Engagement Manager

ABOUT LION ACADEMY TRUST

At the heart of the Lion Academy Trust is the belief that access to an outstanding education is a right for all our children and young people. To achieve this goal, we have a consistent and continuous focus on developing and implementing outstanding educational practices. We continue to develop innovative and better ways to transform schools into centres of teaching and learning excellence and, as our results show, our robust, quality-driven approach has brought proven results.

The Lion Academy Trust work hand in hand to lead several schools in different geographical hubs. Ten Primary schools serve challenged, but rich multi-cultural communities and all the schools are either truly outstanding or very close to being so.

We believe that that obstacles and barriers, both real and perceived, can be overcome by clear, strategic and targeted support that creates culture change based on sharing good and outstanding practice, collegiality, and a relentless pursuit of excellence.

This underpins our high expectations and action and drives all our staff to provide rich opportunities for our children in order for them to reach the highest possible levels of attainment and achieve exceptionally well in all walks of life.

We believe that outstanding teaching and learning must be central to every decision made and every development introduced. We are inclusive, caring schools where every child matters.

OUR VALUES

- 1) Inspire – All our children are entitled to an outstanding education
- 2) Achievement – Relentless pursuit of excellence, Good or better everyday
- 3) A Positive Difference - Our students & stakeholders are the reason we exist
- 4) Evolve - Centrally defined & locally implemented hubs of excellence
- 5) Exceptional Customer Service – High service level at everything we do

BEHAVIOURS

Accountability: Accepts full responsibility for self and contribution as a team member, displays honesty and trustworthiness. Able to solve problems quickly with a strong commitment to organisational success. Follows through and meet commitments on time.

Initiative/Perseverance: Completes assignments without the need for prompting from his/her line manager or others. Demonstrates resilience against challenges and obstacles. Achieves results on individual input. Looks to solve issues and ensure all business requirements are met.

Organisational Skills: Ability to identify and set priorities, plan and effectively allocate appropriate resources. Maintains attention to detail to ensure high quality outcomes.

Driving Results: Takes personal responsibility and ownership for results, delivering within functional framework and against targets, whilst supporting the Trust's objectives and aims.

Functional competencies: Commercial Effectiveness, Stakeholder Management, Business Skills, Positive attitude & Dedication. Exceptional Customer Service.



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ABOUT THE DEPARTMENT

The Trust Operations Team is a vibrant and multi skilled team that provides support across all the schools within the Trust. Interaction within this department will be between finance, HR and wider operations teams.

This role will form part of the Trust operational team with a primary focus to support the CEO, Trustees, the Executive Team and oversight / implementation of HR policies across the Trust.

KEY ATTRIBUTES

- Mission Focused / Driven towards Excellence
- Influential / Relationship Builder
- Successful track record of providing a professional PA service or demonstrable equivalent experience in administration
- Ability to work with highly confidential and sensitive information
- Initiative and a self-starter with ability to work unsupervised
- Able to work and communicate effectively with a wide range of internal and external clients/staff/providers
- A professional and commercial approach to HR, with the proven ability to deliver results
- Confidence in advising managers on all aspects of people management and development
- Excellent IT skills including Microsoft Office and G-Suite

ROLE DESCRIPTION

The HR Employee Engagement Manager holds a key post of responsibility within the Trust. Reporting to the Operations Director with oversight from the Director of Schools. This role will support the Executive Team and to deliver their work priorities, anticipate challenges and pressure points and handle all matters with sensitivity and diplomacy.

Responsible for the implementation, contract management and review of the on-going effectiveness of the Trust's HR outsourcing solution. This includes oversight of the local implementation of the trusts HR policies, practices and procedures.

Implement and maintain a centralised strategy and process for the recruitment, retention of all staff and provide effective and efficient support for all schools within the Trust so that all schools are fully staffed and are able to provide an excellent education

To lead on and be responsible for the co-ordination and management of Trust related projects / events, including CPD and developing opportunities to create revenue streams as a result of the development of a marketable CPD offer in conjunction with the trusts nominated CPD Lead.

Working with the Executive team, you will actively manage the diaries of the CEO and the Director of Schools, ensuring meetings are prioritised, planned and arranged as necessary.

To undertake background research, to produce documents, briefing papers, reports and presentations on behalf of the Executive team.



OVERVIEW OF MAIN RESPONSIBILITIES

HR Function

Outsourcing of the Trust's HR Management Function

Alongside the Trust's HR outsource provider: Provide strategy and process guidance for the HR outsourcing solution including:

- a. Leading on and providing relevant HR support and guidance to all MAT employees being responsible for providing a comprehensive and professional human resources (HR) service to the trust and the schools within the academy trust, managing a range of HR functions, including HR administration that supports effective teaching and learning.
 - b. Provide leadership and support to the MAT and its employees and take responsibility for all disciplinary, grievance and capability processes.
 - c. Be the lead professional supporting the Executive Team and the senior leadership team within the schools in delivering operational HR priorities.
 - d. Providing advice and guidance to the Executive Team and School based leadership teams and line managers on HR policies, employment terms and legal responsibilities.
 - e. Leading on all casework, and projects, including restructures, redundancy programmes and liaising with the service provider where necessary and drafting letters as required.
- Manage the Trust's contractual relationship with the agent providing the HR outsourcing solution Responsible for operational effectiveness, including communication, of the HR outsourcing process within the schools and to monitor for compliance and liaise with the provider to produce reports as required
 - Monitor and benchmark contractual performance providing feedback to stakeholders and the outsourcing agent.



Centralisation of recruitment, workforce planning and induction

- To implement and maintain a centralised approach to recruitment, workforce planning and induction
- Lead, manage and oversee the hiring process to secure the best appointments available for all positions within the MAT's
- Design and implement an effective recruitment strategy for all the schools that ensures staffing levels are sufficient to deliver the curriculum and trust priorities in an efficient and cost effective way
- To lead and proactively fill vacant posts with high calibre staff jointly with the leadership team by developing recruitment materials and to take an active role in shortlisting and interview.
- To design and implement an effective induction process for all staff and oversee the probationary process to ensure that the process is carried out appropriately
- To lead on the monitoring of the procedures to ensure the Safeguarding of children (including the maintenance of a single central record) and safer recruitment
- To be responsible for monitoring the maintenance of up-to-date accurate personnel records in accordance with statutory and audit requirements, ensure that the schools meet their Data Protection obligations.
- Alongside the executive team lead the regular reviews of roles and responsibilities across the schools
- To be responsible for the performance management, appraisal and development of the trusts administration team

Compensation and benefits

- Alongside the Operations Director and the school leadership teams, manage all aspects of salary and benefits within budgetary constraints and in accordance with the pay policy. This includes accurate salary and benefit benchmarking across all job roles, monitoring of staff salaries in relation to each other to ensure equal pay, annual pay review and creating a fair transparent process that fairly compensates colleagues for exceptional performance
- To lead in the development and execution of our employee engagement strategy, working closely with our HR team and other stakeholders. including the pension scheme to new and current employees so all colleagues benefit from the scheme on offer
- Lead and implement a robust recruitment and retention strategy to ensure all other benefits such as childcare vouchers, cycle to work and computer schemes are effectively communicated and managed
- Working closely with the Executive Team and other internal stakeholders to org-wide employee events, working to develop engaging content that inspires and motivates our staff.
- To co-ordinate and implement the non-educational CPD programme across the Trust. Support the leadership teams in managing staffing appointments and conditions of service, ensure that these are in line with policy and are communicated effectively for payroll to be completed adequately
- To develop new reporting metrics on all HR related matters in line with the monitoring requirements of this role. This includes liaising with outsourced providers to gather up to date monitoring data such as sickness absence and pay



Management of HR advice, policies, processes and systems

- To liaise with the trusts technical experts to ensure the regular review, updating and implementation of school and trust HR policies to ensure they meet legislative changes and meet the needs of the school
- Ensure that the payroll vendor can effectively provide effective management reporting To ensure staff absence, behaviour, discipline and capability is monitored, including the appraisal process for all staff and to lead on the appropriate action where this is taken in accordance with the school policy
- To be the lead responsible officer for the design and implementation of effective HR systems in relation to all aspects of the employment of our staff
- Manage, monitor in schools and organise HR administration such as contractual matters, staff records and payroll changes
- Produce staffing reports for statutory bodies such as Ofsted, and other HR management information Leadership Team and governors as required.
- Prepare accurate, informative and engaging communications about matters affecting employment
- To ensure that all employees complete all pre-employment checks, including checking DBS documentation and oversee, alongside the office managers, the Single Central Register To prepare and issue contracts to all new starters
- To update and monitor personnel records and ensure that the work force return is completed within the set time scales

Executive Function

Delivering Business Results

- Screening and where directed, responding to the Chief Executive's and executive teams incoming correspondence (email, telephone and postal)
- Liaise with members of the Board, Local Parental Advisory Bodies and senior members of staff across the Trust's Schools as required
- To screen, log, appropriately distribute and monitor enquiries and complaints to the Chief Executive from Trust staff, parents and other stakeholders. Ensure that there is effective, timely and open communication with complainants/enquirers
- On behalf of the Chief Executive and the Executive Team, liaise with outside agencies on ad hoc projects involving marketing, designing and printing trust related publications



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PERSON SPECIFICATION (E- Essential, D-Desirable)	
Demonstrable customer care skills with a customer centred approach to problem solving	E
Attention to detail	E
Able to work on own initiative and as part of a small team	E
Good literacy and numeracy skills	E
Discretion and political sensitivity	E
Self-motivation, commitment and enthusiasm and the ability to work calmly under pressure	E
Good ICT skills E.g. MS, G-Suite and use of Internet	E
Credibility, integrity an ability to be an effective ambassador for the organisation	E
Excellent planning, prioritising, organisation and time management skills	E
Knowledge and Experience (E- Essential, D-Desirable)	
Previous experience of working at a senior level within a Human Resources function	E
Previous experience of managing large/complex change programmes including restructures and redundancy.	E
Experience of dealing with senior stakeholders .	E
Previous experience of working within a unionised environment.	E
Excellent working knowledge of employment law with the ability to apply it practically to workplace situations.	E
Knowledge of relevant legislation: Health & Safety, Child Protection, Charity	E
EDUCATION, PROFESSIONAL QUALIFICATIONS AND EXPERIENCE	
Good standard of education up to Degree level (or relevant experience)	E