**Hatton Academies Trust**

**Job Description**

**Job Title:** Trust HR Manager

**Line Manager:** Director of Finance & Operations

**Responsible to:** Chief Executive Officer

**Pay Scale:** NJC Scale Point 41 to 45

**Hours:** 37 hours per week, 52 weeks per year

**Purpose of the Role**

The Trust HR Manager plays a pivotal role in shaping and delivering a high-quality, inclusive, and legally compliant HR service across the Trust. This role provides strategic, operational, and advisory support to the Director of Finance & Operations and the CEO, with a focus on fostering a positive workplace culture, enhancing employee experience, and supporting the Trust’s educational mission.

The postholder will lead the HR team, ensuring effective service delivery, continuous improvement, and alignment with the Trust’s People Strategy. This includes oversight of recruitment, employee relations, policy development, compliance, and HR systems management.

**Key Responsibilities**

## Strategic HR Leadership

* Lead the implementation of the Trust’s People Strategy, focusing on staff development, retention, and engagement.
* Provide expert HR advice to senior leaders and the Board, contributing to strategic planning and organisational development.
* Champion a culture of continuous improvement, inclusion, and high performance across the Trust.

## Recruitment, Onboarding, and Workforce Planning

* Oversee end-to-end recruitment processes, ensuring compliance with safer recruitment practices and promoting inclusive hiring.
* Support leaders in effective workforce planning, talent pooling, and succession planning.
* Conduct exit interviews and provide insights to inform retention strategies.

## Policy Development and Compliance

* Lead the review and development of HR policies in line with employment legislation, statutory guidance, and sector best practice.
* Facilitate consultation with staff and trade union representatives, ensuring transparent and collaborative policy development.
* Ensure compliance with safeguarding requirements, including the Single Central Record and DBS checks.

## Employee Relations and Wellbeing

* Provide expert guidance on employee relations matters, including performance, conduct, absence, and organisational change.
* Support the development and implementation of wellbeing initiatives and monitor their impact through data and feedback.
* Promote a positive and supportive working environment, aligned with the Trust’s values and legal obligations.

## Equality, Diversity, and Inclusion (EDI)

* Act as the Trust’s EDI lead, supporting the development and delivery of inclusive practices and strategies.
* Monitor and report on EDI metrics, contributing to the Trust’s Public Sector Equality Duty and accessibility planning.
* Promote a culture of respect, fairness, and opportunity for all.

## HR Systems and Data Management

* Be the expert user for the Trust’s HR information systems (SAMPeople and SAMPeople Recruit), ensuring data accuracy, security, and effective reporting.
* Provide timely and insightful HR reports to inform decision-making at all levels.
* Collaborate with the Finance team to ensure accurate payroll processing and data sharing.
* Develop a top-level knowledge of the pension schemes in use and keep updated with any scheme changes and developments. Provide signposting to employees to the relevant pension scheme for support and guidance around all aspects of their pension planning.

## Leadership and Team Management

* Provide line management to the Assistant HR Manager, supporting their development and performance.
* Foster a collaborative and high-performing HR team culture.
* Lead HR projects and initiatives as directed by the CEO or Director of Finance & Operations.

**General**

* Undertake HR projects, as required by the CEO or DFO.
* Responsibility for safeguarding and promoting the welfare of children within the Trust.
* The Trust has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
* Share and actively promote the Trust’s commitment to promoting equal opportunities and tackling discrimination.
* In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
* Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
* Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Trust.
* Carry out other relevant duties as may be reasonably requested by the Director of Finance & Operations and CEO commensurate with the pay and grade of the post.