**CONSILIUM ACADEMIES TRUST**

**RECRUITMENT OF HEAD OF HR**

**SEPTEMBER 2019**



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**Welcome from David Clayton CEO**

Dear Colleague,

Thank you for your interest in the newly created role of Head of HR at Consilium Academies Trust, we hope this pack offers you an insight into the Trust and role.

Consilium was approved as a Multi-Academy Trust (MAT) and an academy sponsor in January 2015. We do not have a lead school and instead operate a partnership approach with a strong governance structure which includes a Members Board, Trust Board and individual Local Governance Boards.

We are an ambitious Trust with plans to grow and to become one of the most successful MATs in the country, ensuring each and every child receives the very best education, preparing them for adulthood.

We aim to appoint, nurture and further develop our talent, creating exceptional leaders at all levels throughout the Trust, with clear responsibilities and accountability.

For a confidential and informal conversation to discuss this opportunity please contact Helen Stevenson at our recruitment partners Satis Education at [helen@satiseducation.co.uk](mailto:helen@satiseducation.co.uk) or 07729 024631.

If you think that you are the type of person that we are looking for, I would be delighted to receive your application for the post.  
  
I look forward to meeting you,

**David Clayton**  
CEO

**About the Trust**

Consilium Academies Trust is a Multi Academy Trust of 8 schools based across 3 hubs in Salford, South Yorkshire and the North East of England.

Consilum Academies aims are:

#### “Partnership, Opportunity and Integrity”

We believe in inclusivity, both in the schools and communities we serve. The lives of our young people should be enriched by care, experience and opportunity. This is achieved by

* helping children and young people to succeed to their potential academically, socially and emotionally;
* instilling a passion for lifelong love of learning and continued improvement so that our academies, staff and students can grasp their aspirations and ambitions;
* creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired and empowered to succeed;
* ensuring that all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a small central team which is led by the recently appointed CEO, David Clayton. The team provide direct services to our schools as well as Trust level accountability, leadership and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of the trust. The Trust works with its schools and academies in a supportive way that does not detract from the individual identity of a school.

**The Head of HR Role**

The newly created post of Head of HR is an exciting and challenging position. You will play a key role in the executive leadership of the Trust. As a growing organisation, we are looking to appoint an experienced and innovative Head of HR to join us in our next phase of development. The post-holder will report to and be line managed by the Chief Finance and Operating Officer.

The large-scale expansion of multi academy trusts represents the most significant change in education for a generation. This is a unique opportunity for an enterprising and forward-thinking person to help to shape and develop Consilium Academies and contribute to securing our legacy as providers of high quality education.

You will be an experienced professional, with an excellent understanding of how complex multi academy trusts operate within the ever evolving educational and political landscape. You will be an excellent communicator, a team player who is able to work under pressure and manage effectively the complex process of a Trust’s HR function.

The post of Head of HR, which will have responsibility for strategic oversight of the HR function across the Trust will ensure a high quality, effective and proactive service provision. It is essential that the successful candidate is a highly motivated, inspirational and respected leader with an outstanding track record in financial management.

You will be required to engage with a wide range of stakeholders, including reporting regularly to the CEO, Board of Trustees and meeting with Headteachers, Local Governing Bodies, and professional associations and trade unions. You will also be required to be part of a successful leadership team, having the ability, insight and interest to make a valuable contribution to wider strategic planning, as well as a successful innovator of improvement that has demonstrable positive impact.

**Living in the North West**

We believe that the North West of England has a lot to offer, including:

* Low house prices
* Low crime rates
* Great transport connections
* Good local schools at primary and secondary level
* Internationally recognized centre of excellence in medicine
* Numerous universities
* Some of the best local retail high streets
* Incredible independent retail and hospitality
* Exceptional cultural experiences – free museums, range of theatres and music venues
* Diverse range of ethnic and religious groups
* Internationally renowned football teams
* Regularly listed as having some of the coolest places to live and visit in the UK

**Job Description**

|  |  |
| --- | --- |
| Job Title: | Head of HR |
| Reports to: | Chief Finance and Operating Officer |
| Responsible for (staff): | Trust HR Service |
| Main purpose of the Role | |
| To develop and lead a comprehensive centralised human resources service across the Trust by providing professional skills, technical capabilities, specialist knowledge and integrity in decision making. The post-holder will also have responsibility for acting as the HR Manager for the North West Region. | |
| Core Responsibilities & Tasks | |
| 1. Strategic oversight of HR function across the Trust ensuring a high quality, effective and proactive service provision 2. Lead on casework, restructures and employee relations, liaising with legal advisors and trade unions as appropriate. 3. To lead on the development, consultation and effective implementation of relevant policies, ensuring that all statutory and regulatory requirements are met, and monitor their consistent application. 4. Strategic oversight, development and review of the Trust pay policy including pay structures and pay systems for both academy-based and central employees. 5. To lead on the development and implementation of an effective People Strategy in line with the Trust’s Strategic Plan. 6. To develop a range of management reports to collect workforce data in order to provide effective management information to inform the HR strategy and target areas of greatest need and report to the Resources Committee or Trust Board 7. Lead the development of effective employee relations processes and an inclusive relationship with trade union representative groups through regular meetings with the national Joint Consultative and Negotiation Committee 8. To attend and play a key role in JCNC meetings and co-ordinate and manage responses to trade unions on relevant issues. 9. Lead research and interpretation of employment legislation, case law and regulations to ensure correct advice is given and communicate any potential implications to Executive Team and the Trust Board. 10. Provide leadership and advice on performance management processes, ensuring the implementation of the Trust’s policy is consistent across the Trust. 11. Strategic oversight and management of academy based change management within agreed budgets including staffing restructures 12. Lead a centralised system to support recruitment across the Trust ensuring consistency in terms and conditions and role design, including co-ordinating processes for issuing offer letters, contracts etc. 13. Lead the review and implementation of employee benefits, assisting recruitment and retention, employee engagement and wellbeing, including having oversight of the Trust’s occupational health service. 14. Strategic leadership of the Trust’s central HR system, including the generation of appropriate data to support strategic planning. 15. Be responsible for ensuring that staff records are established and maintained for management and statutory purposes in accordance with data protection and other confidentiality requirements. 16. To lead on procedures across the Trust to ensure that students are adequately safeguarded, ensuring that statutory obligations are met (including procedures around the maintenance of the Single Central Record are robust and ensure it remains up to date at all times). 17. Ensure that arrangements are in place for paying staff salaries accurately and on time and that any associated statutory requirements are met, including liaising with the Trust’s payroll provider and, where applicable, the HR and Payroll Officer to ensure the highest possible service is received. 18. Lead the completion of relevant reports and returns as required, including the school workforce census. 19. To provide effective line management to direct reports. | |
| Corporate Responsibilities | |
| * The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment * To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust’s activities * To plan, monitor and review health and safety within areas of personal control * To participate in the Trust’s Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date * To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues | |
| Additional Notes | |
| * The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post. * An Enhanced DBS Check will be requested on successful application to a position at the Academy * The Trust operates a no smoking policy | |

**Person Specification**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Head of HR | | |
| Reports to: | Chief Finance and Operating Officer | | |
|  | | Essential | Desirable |
| **Qualification and CPD** | | | |
| Educated to degree level of equivalent | | **** |  |
| CIPD Level 7 Qualified or clear evidence of qualification by experience | | **** |  |
| Full driving license and ability to travel to Trust sites | | **** |  |
|  | |  |  |
| **Experience, Knowledge and Skills** | | | |
| Proven track record of strategic HR leadership | | **** |  |
| Experience of managing and developing a team | | **** |  |
| Ability to deal with complex HR issues confidently | | **** |  |
| Experience of consulting and negotiating with Trade Unions | | **** |  |
| Up to date knowledge of UK employment law | | **** |  |
| Proven track record of leading policy development in all key aspects | | **** |  |
| Experience of leading and managing significant change and organisational development | | **** |  |
| Ability to problem solve both operational and strategic issues through a pragmatic and commercially sound approach | | **** |  |
| Ability to work flexibly to meet deadlines and respond to unplanned situations | | **** |  |
| Understanding of the importance of confidentiality and an appreciation of the implications of the GDPR | | **** |  |
| Understanding of HR systems within the education sector | |  | **** |
| Experience of HR in the education sector | |  | **** |
|  | |  |  |
| **Personal Attributes** | | | |
| Responsibility for own professional development and be willing to partake in further staff development | | **** |  |
| The ability to motivate, support and challenge | | **** |  |
| The ability to promote and maintain quality control in all aspects of work | | **** |  |
| A team player with energy, commitment, enthusiasm and resilience. | | **** |  |
| The ability to prioritise workloads and to work to given deadlines | | **** |  |
| The ability to adapt to change within the working environment | | **** |  |
| The ability to maintain confidentiality | | **** |  |
| A commitment to equality and diversity policies | | **** |  |
| A commitment to Health and Safety | | **** |  |
| A commitment to child protection and safeguarding | | **** |  |
| An understanding of child protection and safeguarding | | **** |  |

**Applying for the role**

If you have any questions about the role, or would like a confidential and informal chat please do not hesitate to get in touch by calling Helen Stevenson at Satis Education on 07729 023631 or by emailing [helen@satiseducation.co.uk](mailto:helen@satiseducation.co.uk)

– The final closing date for applications is Friday 6th September 9am

– Interviews week commencing 9th September

We ask that all completed application forms, together with your supporting statement of no more than 1500 words, are sent to [admin@satiseducation.co.uk](mailto:laura@satiseducation.co.uk).

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

All applications will be acknowledged within 24 hours – should you not receive a confirmation please call Helen on 07729 024631.

*Consilium Academies Trust is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS will be required for this post.*