

## Job Description

|                   |   |                       |                                  |
|-------------------|---|-----------------------|----------------------------------|
| <b>Job Title:</b> | People & Organisation Development Manager       | <b>Reporting to:</b>  | Deputy CEO                       |
| <b>Location:</b>  | Central office with travel to sites as required | <b>Annual salary:</b> | Grade 5b – 6a                    |
| <b>Starting:</b>  | ASAP  | <b>Hours of work:</b> | 36.5 hours p/w (Monday – Friday) |

### ROLE PURPOSE:

To contribute to the design and delivery of people and organisational development strategies and the management of change in support of the Trust's strategic and operational plans, providing information, advice and services as required. Working with teams across the Trust, but particularly our outsourced HR provider and Operations and Finance, to support a programme of continuous organisational performance improvement which helps the Trust achieve its strategic objectives and its ambition of becoming a high performing organisation.

The role will be based at our central office in Birmingham, with regular travel to our current academies, as well as any future joiners. As part of the central MAT team the post will work closely with HR support staff and Senior Leaders across the Trust.

### Main Duties:

- To contribute research, analysis and ideas to the development of the Trust's people strategy in order to ensure that organisational development initiatives are appropriately integrated and aligned with strategic and organisational goals.
- To design and deliver OD and change management strategies, processes and interventions that support the Trust's ambition to be a high performing organisation; to include initiatives which foster a high-performance culture, where valuing learning, continuous improvement and diversity are the norm.
- Responsible for the people and culture development with a focus on growth of the strategy plan for the business
- To develop and deliver new approaches to performance improvement initiatives.
- To identify opportunities for performance improvement through, for example, undertaking internal diagnosis, process/system reviews in order to understand barriers and possible solutions; conducting external research into good practice and new ideas.
- To commission and manage additional internal or external resources as and when required in order to ensure cost-effective delivery of agreed OD initiatives.
- To design and facilitate in-house events (e.g. workshops, away days) as required.
- To work with colleagues to ensure effective communication and consultation processes and to build staff engagement.

### Learning & Development

- To develop the Trust's approach to talent management and succession planning and to co-ordinate the contributions of key stakeholders to ensure effective implementation of the programme.
- To work with line managers on the design and delivery of appropriate and relevant development plans for their staff; to commission and evaluate agreed internally delivered interventions.
- To develop coaching, mentoring and secondment schemes to support staff development and the achievement of development plans.

## **HR**

- Working with our outsourced HR provider, be responsible for oversight of the day to day HR operational requirements and the Trust's job evaluation system, advising on job design, job descriptions and the correct grading of jobs.
- To oversee the annual appraisal process, monitoring compliance with the timetable and working with colleagues to ensure consistency of quality in appraisal documentation.
- To develop and implement a quality induction programme for all members of staff.
- Working with our outsourced HR provider, be responsible for the development of Trust HR policies and procedures that are compliant and meet the needs of the organisation.
- Working with our outsourced HR provider provide a KPI dashboard and Executive Summary report for the Board demonstrating key people related insights.
- Use the dashboard and key people related insights to contribute project proposals to keep the organisation on track to achieving its strategic objectives and its ambition of becoming a high performing organisation.

## **Payroll**

- To oversee the payroll function ensuring excellent communication is maintained with our external payroll provider and the efficient delivery of accurate information in relation to the payroll services for the MAT

## **General**

- Build strong relationships with the Senior Team by attending regular meetings within the group
- Provide pro-active support to the Senior Team to achieve business aims

This list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

## **MOBILITY:**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

## Person Specification

|                   |   |                      |   |
|-------------------|---|----------------------|---|
| <b>Job Title:</b> | People & Organisation Development Manager | <b>Reporting to:</b> | Deputy CEO                                      |
| <b>Salary:</b>    | Grade 5b – 6a                             | <b>Location:</b>     | Central office with travel to sites as required |

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

**All posts will be subject to a DBS clearance at Enhanced level.**

|  | Essential   | Desirable |
|--|---|-----------|
| <b>Education, Training and Qualifications</b><br><br>The candidate will be Level 7 CIPD qualified (or equivalent) or be working towards.   | X   |           |
| <b>Skills &amp; Experience</b><br><br>The candidate will have previous and current experience of working to a similar level within a busy, proactive and generalist HR function.<br>Able to demonstrate up to date knowledge of theory and good practice in key areas:<br>Organisation development particularly around change management and developing organisational culture<br>Learning & Development, particularly management development and talent management.<br>Track record in delivering successful OD projects and supporting organisational change; influencing, building and sustaining relationships in order to achieve results.<br>Experience of, and commitment to, continuous organisational improvement and the ability to act as a change agent.<br>A working knowledge of current employment law and best practice is essential to this role.<br>Experience in the use of computerised HR & Payroll systems, and demonstrable IT Skills.<br>Able to demonstrate experience of providing guidance and advice to line managers.<br>Excellent organisational skills and the ability to work to deadlines and within demanding timeframes<br>Ability to communicate effectively and diplomatically to all contacts, which includes members of staff, senior post holders and the general public<br>Display an excellent telephone manner and flair for high levels of customer service<br>Able to demonstrate a pro-active and helpful approach | X<br>X<br>X<br>X<br>X<br>X<br>X<br>X<br>X<br>X<br>X |           |

|   |   |  |
|---|---|--|
| Strong coaching/mentoring skills.   | X |  |
| Effective planning and project management skills with the ability to set and work to (personal, team and Trust) deadlines.  | X |  |
| The ability to engage, conduct diagnosis, analyse findings, generate options and build commitment to solutions.   | X |  |
| Change management skills.   | X |  |
| Event design and facilitation skills.   | X |  |
| Numeracy and ability to analyse quantitative and qualitative data.  | X |  |
| <b>Personal Attributes</b>  |   |  |
| Self-motivation, enthusiasm and results-focus.  | X |  |
| Flexible, adaptable and comfortable with ambiguity.   | X |  |
| Negotiating, influencing and holding to account.  | X |  |
| Pragmatic and solution oriented.  | X |  |
| Committed to high standards and continuous improvement.   | X |  |
| Ability to move between big picture and detail.   | X |  |
| Commitment to Equality & Diversity practice.  | X |  |
| Resilience, the ability to work under pressure and be able to meet deadlines  | X |  |
| Excellent communication skills (including written, oral & presentation skills)  | X |  |
| Excellent influencing, relationship management and interpersonal skills with an ability to interact across a wide and diverse range of stakeholders and a proven ability to develop relationships, build rapport and work constructively with others. | X |  |
| A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme   | X |  |