



CIT HR Manager

J O B D E S C R I P T I O N

SALARY: £35,000 to £40,000 dependent upon experience
Full time – 52 weeks pa

REPORTS TO: Head of Performance & People

1 PURPOSE OF JOB

To support the Head of Performance & People in the implementation and maintenance of the HR function/systems across CIT to ensure the aims and objectives of the Trust are met.

2 AREAS OF RESPONSIBILITY

Working in conjunction with the Head of Performance & People:

- Develop, implement and monitor the HR strategy across CIT, to drive a high performance culture and teamwork, providing guidance and support to enable effective working relationships.
- Coach, support and influence leaders on people issues and the overall people agenda, with particular focus on the transformation people agenda. By providing effective advice and interventions, holding leaders to account for effective leadership of their people.
- Work with MI to produce and deliver people insights (recruitment, performance, talent) to drive action orientated decisions by the leadership team.
- Lead and manage the CIT's recruitment process.
- Manage the Apprenticeship Levy across the Trust to ensure funding is fully compliant.
- Ensure HR policies and procedures are legally compliant and reviewed in line with Trust procedure.
- Ensure complaints/grievances/disciplinarys are dealt with in line with Trust policies and procedures.
- Ensure support, advice and guidance for all schools in the Trust.
- Identify opportunities to drive efficiencies within HR processes and improve service delivery.
- Liaise with payroll.

Additionally:

- Have extensive experience of operating as an HR partner to senior leaders and their operational teams.

- Have experience of providing HR support in an education context.
- Have experience of leading complex case work including disciplinary, grievance, absence management, etc.
- Have extensive experience of leading and providing expert advice to leaders on HR project work including organisation design, restructures and redundancies.
- Have experience of using external best practise to implement and evaluate HR policies and procedures.
- Keep abreast of developments, changes in trends and patterns and new techniques to ensure best practice in HR is followed.
- Respond effectively as directed by the Head of Performance & People to enquiries and requests received from employees.
- Support the Absence Management process including home visits, welfare/review meetings and telephone contact as directed by the Head of Performance & People.
- Manage the Trust staff database.
- Prepare reports in preparation of meetings.
- Collaborate and communicate effectively with CIT Leadership and colleagues across the organisation.

3 SPECIAL CONDITIONS

- The CIT HR Manager will be required to be flexible in their approach.
- Travel will be required to other schools and external agencies within the Trust as directed.
- The list of responsibilities outlined above are not intended to be exhaustive and the CIT HR Manager may be required to carry out other reasonable tasks or responsibilities under the direction of the Head of Performance & People.

4 MANAGEMENT/SUPERVISION OF PEOPLE

- Not applicable.

5 GENERAL

Equal Opportunities

The post holder is required to carry out the duties in accordance with our Equal Opportunities policies.

Health & Safety

The post holder is required to carry out the duties in accordance with our Health & Safety policies and procedures.

All CIT staff have a responsibility to safeguard and promote the welfare of children and young people within the Trust.