

Support Staff Job Outline and Person Specification

Position Title	People Team Leader (x2)
Location	Flexible – combination of office and home based
Reporting to	Director of HR
Job Term	Permanent
Hours	Full Time
Grade	G
Organisation	Dartmoor Multi Academy Trust
Effective date of JD	July 2021

There are currently 17 schools within Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

On appointment, it is expected that the role will involve working from home and visiting all of the Trusts educational settings and offices.

Summary of Roles:

This is an exciting opportunity to join the Trust and a newly forming People Team. The People Team sits within the Professional Services group.

The successful candidates will work across and support teams in all schools and central services in the Trust. We continue to develop the portfolio of the function, although initially the main areas of focus for the roles will be HR policy and casework, shaping and improving HR processes, supporting strategic workforce planning, attraction and recruitment and staff engagement and communications. There will be many opportunities to shape the team's work and to lead on priority tasks.

The team operates a flexible resourcing model so key responsibilities will vary over time. The role holders will need to be adaptable and resilient and ready to undertake a diverse range of tasks.

Collaboration with a wide range of stakeholders, including senior leaders, is a key part of the roles.

Our focus is on the delivery of high-quality outcomes - we aren't focused on being office based and want our staff to experience a flexible, inclusive working environment.

The role will require some travel from time to time to Trust educational settings and offices.

The two People team Leader roles we are looking to appoint to along with the main responsibilities are:

Main duties and responsibilities:

People Team Leader - Resourcing and Recruitment.

Relationships. Partnering multiple schools and central business areas in this business-focused delivery role leading on the way vacancies are filled across the Trust. Building strong working relationships with key stakeholders to understand the resourcing demand and priorities.

Recruitment process. Designing and delivering a bespoke, customer focused recruitment service, managing end to end recruitment campaigns, advising on the best recruitment approach to take for campaigns through to ensuring successful candidates take up post without issue.

Systems. Manage the recruitment systems, providing support and guidance to managers and staff and producing recruitment statistics for the Senior Leadership Team.

Service. Maintaining service delivery performance against key indicators for efficiency and quality. Providing expert advice and direction for recruitment related matters

Data and records. Ensuring accuracy of data and reporting of recruitment activity.

People Team Leader:

HR policies. Developing a comprehensive suite of modern, clear and simple policies and guidance. Ensuring clear understanding and consistent application of HR policies. Providing guidance to line managers, job holders and senior leaders. Dealing with complex HR casework issues, in support of line managers. Leading and supporting team colleagues on HR policy and process work.

Strategic workforce planning. Contributing to the strategic review of future workforce requirements in support of the Trust's vision, values and objectives.

Learning and Development. Developing a comprehensive learning and development offer for all staff, including mandatory modules, CPD and developmental. Contract managing providers.

Person Specification

You are someone who enjoys working with people. You know how to work with different personalities and how to get the best out of them, whether this is your team or your stakeholders.

You get your motivation from the excellent service you provide to senior leaders, line managers and staff. You pay attention to the details. You stay focused, support, and

achieve team objectives.

You are motivated and driven. You identify and volunteer for new challenges without waiting to be given them. You want to make a difference.

Ideally you are already working in HR and are keen to develop your career within the function.

Essential Criteria

Previous experience in HR and related qualifications.
Keen interest in people policies and HR management.

Job Evaluation.

The ability to confidently build and manage a diverse range of relationships, including with senior stakeholders.

Demonstrable project management experience.

Excellent communication skills, both in verbal and written formats.

Ability to make evidence-based recommendations and decisions.

Current UK Driving Licence.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers' contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

All schools in Dartmoor Multi Academy Trust are committed to safeguarding and promoting the

welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> ◦ HR qualification (e.g. CIPD) ◦ recent experience of working in a fast paced HR role ◦ Knowledge of people/HR policies ◦ Experience of a wide range of resourcing routes and methods – an ability to quickly understand the implications of different methods, and the processes, dependencies, and risks involved 	<ul style="list-style-type: none"> ◦ experience of working in educational settings 	<ul style="list-style-type: none"> ◦ Application
Practical Skills	<ul style="list-style-type: none"> ◦ have strong planning and organisational skills, with a keen focus on detail ◦ Ability to work collaboratively within a team environment both independently and as part of a team ◦ An understanding of customer service and how to deliver a great customer experience 	<p>Resilience and an ability to thrive in ambiguity – someone who is comfortable with lack of clarity and certainty, and who is adaptable and flexible</p>	<ul style="list-style-type: none"> ◦ Interview
Communication	<ul style="list-style-type: none"> ◦ Experience engaging with a range of stakeholders and the ability to adapt communications techniques to different audiences. 		<ul style="list-style-type: none"> ◦ Interview
Strategic Thinking	<ul style="list-style-type: none"> ◦ A problem-solving mentality – someone who loves a challenge, who questions things, and has an enquiring mind – and who is genuinely committed to finding better and more 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦

	efficient ways of doing things		
Technology / IT Skills	<ul style="list-style-type: none"> ◦ Confident and proficient using HR systems and IT applications (such as MS Office) to manage daily activities, and produce papers, presentations and dashboards. 	<ul style="list-style-type: none"> ◦ PPM systems ◦ Ticketing systems 	<ul style="list-style-type: none"> ◦ Interview
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 		<ul style="list-style-type: none"> ◦ Occupation Health Pre-Placement Health Check
Equal Opportunities	<ul style="list-style-type: none"> ◦ Dartmoor Multi Academy Trust is an equal opportunities employer. 		