

Job title:	People Relations Manager
Reports to:	Director of People Services
Business area:	People Services
Responsibility for others:	People and Recruitment Advisory Team (4 FTE)

Purpose and context:

This is a key role within the group, and integral to the ongoing development and success of our People Services Department.

Reporting to the Director of People Services, the postholder will provide guidance to support our managers in their ongoing management of employee relations matters, organisational change and resourcing, as well as having a key role in policy development and projects. The post holder will be supported by, and directly line manage, our People and Recruitment Advisory Team.

Although predominantly based in Wakefield, this is a multi-site role, working across our college campuses in Castleford, Selby, and Wakefield.

Main duties and responsibilities:

Leadership and Strategic Responsibilities

- Support the Director of People Services with the departmental vision, working to ensure continuous improvement and development in line with the Heart of Yorkshire Education Group People Strategy.
- Lead, support and coach the People and Recruitment advisory team.
- Oversee all employee relations casework, providing guidance and support to management and own team in relation to investigations, hearings, attendance management, grievance, organisational change, and other staffing issues.
- Work collaboratively with key stakeholders to develop and take forward a recruitment and retention strategy which addresses business need.
- Oversee recruitment and resourcing initiatives, working closely with our Recruitment Advisor to ensure our employer brand is attractive, and methods of attraction and selection are modern and effective, constantly reviewing and identifying new and refreshed ways of moving our service forward.
- Oversee policy development, including drafting, consulting and embedding all people related policy and procedure.
- Analyse and understand our employee data, identifying and implementing departmental and wider organisational initiatives in response to trends.
- Provide support to management during Hearings and Appeals, as required.

- Coach colleagues within and outside the department on effective management of situations, applying policy, procedure and employment law as required.
- As a member of the People Services Leadership Team, the post holder will work collaboratively with all other managers within the People Services department to ensure our service and practice is effective and meaningful to all.
- Support with, and deliver as required, relevant training to managers around people related issues and best practice.

People Management

Responsible for leading a team of staff including:

- planning the core and flexible staffing needs of the area.
- ensuring staffing resources are deployed efficiently and effectively.
- leading the recruitment and selection of staff within the team.
- participating in the recruitment and selection of other Group staff, as required.
- being accountable for the successful induction of new staff.
- being accountable for the effective management of performance, conduct and absence of staff.
- identifying staff learning and development needs, liaising with relevant departments to ensure appropriate professional development is identified and accessed.
- ensuring that staff undertake appropriate development activity to achieve the highest standards of quality in provision and comply with Group requirements.

Personal & Professional Development

Participate actively in the Group's performance and development review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the Group.

Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the Group.

Participate in a minimum of 30 hours (pro rata for part time) per year learning development.

Responsibilities of all employees within the Heart of Yorkshire Education Group:

- Demonstrate a commitment to Group values.
- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action as necessary.
- Are committed to upholding British Values, celebrating equality and diversity and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.

- Act in accordance with data protection legislation at all times.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff and resources with their scope of responsibility.
- Ensure risk assessments are undertaken, updated and submitted in line with Group policy.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification – People Relations Manager		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview References
<u>Qualifications and Training:</u> GCSE English & Maths A*- C / 9 - 4 or equivalent qualification * Level 5 CIPD qualification, or above * Safeguarding and Prevent training (or to be completed within one month of appointment) * Successful candidates will be required to provide evidence of all essential qualifications	Essential Essential Essential	Application Application Application
<u>Relevant Experience:</u> A broad range of employee relations casework experience including organisational change, disciplinary, grievance, performance management, attendance management, TUPE, etc. A broad range of recruitment and selection experience to support our practice of continuous development. Experience of identifying and taking forward changes to practice improvement in response to internal and external factors. Experience of establishing and maintaining effective relationships across a large organisation and externally. Proven experience of working across and within management from different areas, and from all levels within the organisational hierarchy. Experience of taking forward and enhancing customer service. Experience associated with the supervision of staff. Experience of project management. Experience of data analysis, working with data trends, to influence practice.	Essential Essential Essential Essential Essential Essential Essential Essential	Application, Interview Application, Interview Interview Application, Interview Interview Interview Application, Interview Application, Interview Application, Interview
<u>Skills and Knowledge:</u> Effective communication skills, both written and verbal The ability to build capacity and motivate a team using coaching skills.	Essential Essential	Application, Interview Application, Interview

Effective delegation skills	Essential	Interview
The ability to make decisions independently and in emergency situations	Essential	Application, Interview
The ability to interpret and act upon complex information	Essential	Interview
The ability to think strategically	Essential	Interview
The ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met	Essential	Application
IT literate	Essential	Application
<u>Additional Factors:</u>		
A commitment to the principles of Equality, Diversity and Inclusion	Essential	Interview
An understanding and commitment to the principles of Safeguarding	Essential	Interview
A professional approach	Essential	Interview
The ability to engage effectively with all levels of staff, students and stakeholders	Essential	Application, Interview
A flexible approach to working practices and adaptable to change	Essential	Application, Interview
A willingness to continually develop the use of IT in professional practice.	Essential	Interview
As the Group is multi-site, flexibility and willingness to work across all sites is required	Essential	Application