

Job Description: People Business Partner (Birmingham Schools)

Reports to: Head of Business Partnering

Location: Birmingham

Contract: FTC (9-12months)

Start date: Immediate start

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £50,000 to £58,000 (depending on experience)

About the role:

As People Business Partner for Ark's Birmingham region, you will deliver excellent stakeholder engagement to all of your region's primary, secondary and all-through schools. Ensuring the effective delivery of a proactive and efficient People service and ensuring that strategies are in place to balance the needs of individual academies whilst supporting the delivery of Ark's strategic objectives.

You will join a skilled and experienced Business Partner team as well as being expected to be a contributing member of the wider People team, bringing your professional knowledge and personal creativity to continuously improve the quality of the People service.

This role requires someone who is able to flex their management skills to work with a broad range of stakeholders and ensure a consistently high standard of service to the Ark schools in the Birmingham region.

Key Responsibilities:

- Partner with the Birmingham Regional Director to enable the effective development and implementation of People strategies, plans and practices
- Support your region on all key People processes, providing guidance, coaching and constructive challenge when appropriate
- Effectively engage, and work collaboratively with Central function leaders to positively influence the high performance and professional Central support services to your region
- Lead on local trade union consultations and negotiations
- Own, analyse, and report People data in ways that underpins best practice and effective people management and planning (including management intelligence and on which strategic decisions can be made)
- Where appropriate; design and deliver customised People training
- Support and/or lead project work in support of Ark's plans and priorities
- Keep abreast of HR best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of human resources activities and functions

Person Specification: People Business Partner (Birmingham Schools)

Qualifications

- CIPD Level 7 (or equivalent)

Knowledge & Skills

- Strong experience working at a senior HR capacity including responsibilities for senior stakeholder management
- Demonstrated expertise in handling complex employee relations cases, including end-to-end management of Employment Tribunal proceedings—covering case strategy, documentation preparation, and liaison with legal representatives.
- Up-to-date knowledge and understanding of HR best practice and a thorough understanding of the practical application of employment law
- Knowledge and understanding of the education sector (desirable)
- Sound experience of managing and bringing to a successful conclusion complex ER matter, ideally within a Trade Union environment
- Ability to analyse and interpret complex information and prepare and deliver briefings and or presentations
- Successful experience working collaboratively on change management initiatives and projects

Personal Qualities

- Drive and enthusiasm for delivering a quality HR service that consistently produces positive and business focused outcomes
- Demonstrates resilience and adaptability, maintaining professionalism and effectiveness in high-pressure, fast-paced, and ambiguous environments
- Ability to make sound judgements and assess potential problems at both strategic and operational level
- Ability to communicate in a fluent and adaptive manner; experience of successfully influencing opinion and generating support
- Professional integrity and resilience
- Able to use discretion intelligently; resourceful and solution-oriented
- Able to manage conflicting priorities and achieve stretching objectives
- Experience of working in partnership and collaboration; able to work effectively with a broad range of stakeholders and partners
- Ability to be creative and analytical in order to develop flexible creative solutions to complex HR issues
- We expect you will already be operating in a similar role and be comfortable and confident in working directly with senior leaders

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).