Job Description: Associate Human Resources Business Partner

Reports to: Head of People
Location: West London (with flexible working available) with some travel when required to schools within the network
Contract: FTC (12 months- providing cover pending recruitment to permanent positions)
Pattern: Full Time (standard hours 9am – 5.30pm)
Salary: £45,000 to £50,000 (depending on experience)

About the role:

An exciting opportunity to bring your HR expertise to a diverse network of schools, build strong relationships with senior leaders and help shape and deliver people priorities across the region. As an Associate HR People Business Partner for Ark's schools, 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. This role will involve travel to schools across our Ark network when required.

Working in partnership with school leaders, you will help shape and deliver workforce strategies that support the needs of individual schools, while contributing to Ark's wider priorities. You will also play an important role in developing the skills and expertise of school HR teams, supporting leaders to make informed decisions and ensuring that our approach continues to reflect best practice and current employment legislation. This fixed-term role will provide cover pending recruitment to permanent positions.

Key Responsibilities:

- Partner with the 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
- Working with the school HR lead, DSL and Principal, maintain assurance checks on the schools single central record
- 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
- 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)
- Calibration of the region's pay progression decisions and provision of trade union pay progression equality reporting information annually
- To support Principals and other stakeholders with benchmarking of pay for your region
- 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
- Understand and anticipate the need for change, diagnose underlying issues and build the case for change
- Drive the delivery of business plans and deliver the network's people priorities for your region
- Coach, develop and, where required, support in the recruitment of HR Leads across the region
- Hold regional HR Lead meetings for cascade/best practice/training

- Provide guidance on all ER and employee related safeguarding cases

Person Specification: Associate HR Business Partner

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.