

JOB OUTLINE

Job title:	HR Partner
Job ref:	HFL1594
Hours:	30 hours (worked over 4 or 5 days per week), 52 weeks per year Flexible working patterns will be considered but will need to balance operational support requirements
Salary:	FTE £40,000 - £47,000 per annum, plus a range of benefits. (Pro-rata to working hours)
Contract:	Fixed term contract, 12 months, maternity leave cover
Reports to:	Head of Company HR
Team:	Company HR
Location:	Hybrid working consisting of remote working with the flexibility to work typically up to 2 days per week at our offices in Stevenage, Hertfordshire or in nearby locations.

OUR COMPANY

HFL Education (Formerly Herts for Learning) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HFL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

JOB CONTEXT

Our in-house “Company HR” team provides people management advice, in-house payroll and recruitment services, learning & development interventions, strategic change partnering, internal communications, and a range of HR support and resources to over 450 HFL colleagues, consultants and managers.

PURPOSE OF THE JOB

The HR Partner role is a key element within our provision, working closely in particular with departmental leaders across the organisation to aid them to effectively undertake and enhance our continuing work supporting educational clients.

This role is suitable for a pragmatic HR practitioner, with a CIPD accreditation to at least Level 5, or with equivalent experience gained in generalist HR advisory posts, looking to work collaboratively within a small, supportive and friendly HR team.

MAIN AREAS OF RESPONSIBILITY

The role of HR Partner will:

- Work closely with stakeholders, and colleagues across the HR team, to support the execution of effective and progressive people management practices across HFL, in line with our core purpose and strategic aims;
- Act as a principal point of contact for line managers/Heads of Department on employee-relations casework, seeing the required level of guidance and support through to resolution as appropriate;
- Work closely with managers/Heads of Department to ensure teams are appropriately resourced and support recruitment processes as needed;
- Work closely with the Head of Company HR and HR colleagues on developing and delivering cyclical HR interventions or organisational projects as part of our live People Plan, such as engagement surveys, EDI projects, Learning & Development programme development, structural changes, and HR programme and policy development;
- Ensure HFL keeps abreast of national policy changes and employment law developments to inform and revise our portfolio of policies and resources;

- Collate and analyse HR metrics alongside HR colleagues, to track workforce trends and performance and make recommendations for business benefit;
- Support the ongoing curation and development of HR-related content and resources and internal communications through shared drives, resources for managers and our intranet platform;
- Manage queries received through our shared HR inboxes, supporting through to resolution where necessary;
- Support any other reasonable related duties in line with the nature of the post.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

PERSON SPECIFICATION

Knowledge and experience:

- A commercially minded individual with proven experience in providing high quality HR advice to line managers / team leaders across a range of people management scenarios and practice; (essential)
- Have experience of working in a generalist HR advisory capacity or consultancy basis, supporting across a range of organisational scenarios, including change management, restructuring and redundancy, TUPE, leadership development, organisational design; (essential)
- Possess a sound practitioner knowledge of current UK employment law frameworks and relevant legislation; (essential)
- Have experience of effective people leadership, with a proven ability to coach managers in getting the best from their team; (essential)
- Educated to CIPD Level 5 accreditation, or degree level equivalent, or demonstrates equivalent practitioner experience acquired through their expertise. (essential)
- Experience of operating in an education, charitable or not for profit sector would be an advantage but is not essential; (desirable)

Skills and abilities:

- An excellent communicator both verbally and in writing, providing a high level of professional HR partnering support, keeping up to date with changes in frameworks and evolving HR practices, and adept at dealing with a range of people-related queries / concerns in a professional manner; (essential)

- Demonstrate credibility and act as a role model with the ability to demonstrate HFL's core values of Trust, Inspiration and Collaboration, operating with professional discretion given the nature of the post and required confidentiality (essential)
- Make decisions and recommendations in a timely and pragmatic way, taking into account business needs, operating parameters and at times, balancing incomplete information (essential)
- Self-awareness of natural style, strengths and preferences to working styles and environments; with the ability and self-motivation to reflect and adjust on opportunities to enhance relationships and improve professional skills and capability (essential)
- Ability to build rapport and sustain effective working relationships with a wide range of stakeholders at different levels within the organisation and conveying credibility as the subject matter expert (essential)
- Confidently and competently use Microsoft Office software packages, particularly Outlook, PowerPoint, Excel, Word, MS Teams, and cloud-based HR/related applications (essential)
- Ability to analyse and interrogate data/information from a range of reference sources, and present this in an accurate, appropriate and compelling format, to best effect relative to the audience (essential)
- Well-organised in planning and prioritising to achieve on-time, on-target outputs for stakeholders and colleagues, within a healthy personal balance and with the ability to adjust and mutually re-negotiate timescales where necessary (essential)

Would you like to know more information about this opportunity? If so, further information can be found in the job outline. You can also contact Louise Brace, Head of Company HR, who would be happy to chat to you via louise.brace@hfleducation.org

To apply, email hfl.recruitment@hfleducation.org with an up-to-date CV along with a cover letter to include responses to the following:

- A concise summary of your practitioner experience gained within your most recent roles
- Why you are interested in becoming part of the HFL team.
- Please give an example of when you have provided partnering support to a manager on a complex employee relations matter
 - What approach did you take?
 - How did you support the manager to bring the matter to a successful conclusion?

- Please give an example of a HR project you have worked on with multiple stakeholders
 - How did you take into account and manage different opinions and views?
 - What was the outcome?
 - What did you learn from this process?

As part of our move towards eradicating unconscious bias within the recruitment process, we will be anonymising your forms.

For recruitment queries, our Central Recruitment Team can also be contacted on the hfl.recruitment email address above. We would love to hear from you.

Interview Date: To be confirmed

Please note: the job advert may close as soon as sufficient applications have been received. To make sure you don't miss out on this great opportunity, please submit your application as soon as you can.

Interview Date: To be confirmed

EQUAL OPPORTUNITIES

HFL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HFL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HFL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

DISCLOSURE AND BARRING SERVICE

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

INTELLECTUAL PROPERTY RIGHTS

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.