

## MATRIX ACADEMY TRUST

### Job Description – Matrix HR Officer

<b>Reports to:</b>	Matrix HR Manager
<b>Arrangement:</b>	Full time – 37 Hours All year round (including school holidays) 21 days' holiday + 9 bank holidays Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
<b>Based at:</b>	Matrix Academy Trust, Leamore Lane, Walsall, WS2 7NR The role will require some travel between the trust schools sites
<b>Salary:</b>	Scale Group 11 – Spine Point 41-44
<b>Main Purpose:</b>	To support the HR Manager and provide all aspects of a comprehensive HR support service across the trust.
<b>Main Activities:</b>	<ul style="list-style-type: none"> <li>• Support and assist with the day to day implementation of key HR services to the trust providing high quality HR advice and guidance.</li> <li>• To support the Matrix HR Manager with all aspects of employee relations for example: disciplinary, grievance, capability, sickness absence.</li> <li>• Manage staff absence and timekeeping for the central team</li> <li>• Consolidated staff absence reporting for the trust on a monthly basis</li> <li>• Monitor and implement the absence trigger points as outlined in the staff sickness policy and undertaking occupational health referrals as required</li> <li>• Assist Trust HR Manager and school HR staff with home visits</li> <li>• Ensure that Headteachers and employees are aware and equipped to implement Trust policies, employment law and best practice</li> <li>• To assist, oversee and produce the preparation and issue of appropriate contractual documentation in relation to appointments, terminations and employment matters in a timely and accurate manner</li> <li>• Ensure staff contracts are developed, adapted and issued prior to employment commencing.</li> <li>• Maintain and administer the single central record for the central team for review by the Chief Executive</li> <li>• Administer DBS Checks for Central Team</li> <li>• Completing reference requests for new central team employees</li> <li>• Arrange central team probationary meetings when due</li> <li>• Maintain a training log for the Central Team</li> <li>• Maintain central employee files and records in electronic and paper form</li> <li>• Manage and promote Health and Safety within the central team workplace and ensure that the workplace is free from hazards to employees and visitors</li> <li>• Implement the HR strategy supporting the core business strategy</li> <li>• Assist the Trust HR Manager with the development and maintenance of a staff handbook</li> <li>• Develop with schools an inviting, thorough and informed induction for new staff</li> <li>• Assisting with the development in managing and promoting apprenticeships</li> <li>• Assist the Trust HR Manager with policy development and updates</li> </ul>

	<ul style="list-style-type: none"> <li>• To undertake full administration duties to the highest level of accuracy, speed and confidentiality, which will assist with the implementation of procedures and processes</li> <li>• Assist the HR Manager in administration of Performance Management</li> <li>• Assist with the development and maintain job descriptions across the trust</li> <li>• Minute taking of HR meetings involving central service e.g. investigations, disciplinary and grievance</li> <li>• Develop and maintain staff risk assessments across the trust collaborating with the Estates and Facilities Manager where necessary.</li> <li>• Advise on staff wellbeing strategies and mental health</li> <li>• Organise and manage annual staff health checks</li> <li>• Analysis of HR data, create reports and assist in evaluation of the results e.g. staff turnover and retention</li> <li>• Create a good working relationship, sharing good practices and procedures with school HR staff</li> <li>• Develop and maintain staff perks/benefits updating SharePoint as required</li> <li>• Providing an internal consultancy service to management on all employee relation matters</li> <li>• Assist the central team managers with recruitment as required</li> <li>• Develop and maintain HR information on Sage HR</li> <li>• Promote HR programs to create an efficient and conflict free workplace</li> <li>• Recommend new approaches, policies and procedures to continually improve the efficiency of the Trust</li> <li>• To attend internal and external meetings across the Trust where appropriate and directed</li> <li>• Procure and negotiate recruitment-advertising packages for the Trust and its schools in liaison with Matrix HR Manager</li> <li>• Having a working knowledge of the payroll system, on the rare occasion this would be needed</li> </ul>
<p><b>Skills:</b></p>	<ul style="list-style-type: none"> <li>• Interpersonal, relationship building and networking skills.</li> <li>• The ability to multi task and prioritise your workload.</li> <li>• Time management skills.</li> <li>• Research skills an ability to draw information from various sources.</li> <li>• Clear and concise writing skills.</li> <li>• IT skills</li> </ul>
<p><b>Additional:</b></p>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>• Operate with the limits of all HR Policies and legislation</li> <li>• Operate with the limits of the trusts Financial Procedures Manual</li> <li>• Must have a clean driving license</li> <li>• Developing and understanding of trust policies and procedures, complying with their contents and raising concerns in a timely manner</li> <li>• Actively participating in the Performance Management processes within the trust</li> <li>• Identify personal training needs and participate in training and</li> </ul>

	<p>performance development whenever required</p> <ul style="list-style-type: none"><li>• Be aware of, support and ensure equal opportunities for all</li><li>• Appreciate and support the role of other professionals</li><li>• Attend and participate in relevant meetings as required</li><li>• To undertake any other duties appropriate to the grade of the post.</li><li>• In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people</li><li>• Any other duties as directed by the Chief Executive</li><li>• Job descriptions are subject to annual review</li></ul>
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**PERSON SPECIFICATION**

	<b>Essential / Desirable</b>	<b>A</b>	<b>I</b>
<b>Qualifications</b> 1. Qualified to CIPD Level 5 or above (or equivalent) 2. Hold a valid driving licence	E E	✓	✓
<b>Experience</b> 3. Minimum of 3 years HR experience in multifunctional areas 4. Experience of supporting staff members in a HR capacity 5. Drafting and contribution to the development of policies, procedures and work practices. 6. Advising on legislative compliance 7. Handling of confidential and sensitive correspondence and information	E E D D D	✓ ✓  ✓ ✓	✓ ✓ ✓ ✓ ✓
<b>Skills &amp; Knowledge</b> 8. Service delivery 9. Competent use of all Microsoft packages 10. Excellent written and verbal communication 11. Excellent Level of Literacy 12. Good Understanding of Government legislation and Policy 13. HR role within the safeguarding agenda 14. Strong Interpersonal skills and a 'can do' attitude 15. Strong problem solving skills 16. Effectively prioritise workload and manage conflicting demands 17. IT skills 18. Use of Data management systems 19. Strong organisation and administration skills	D E E D E D E E E E E E E E	✓ ✓ ✓  ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<b>Personal qualities</b> 20. Excellent communicator 21. Dependable and reliable 22. Able to work readily with others but also to work independently 23. Self-motivated and adaptable 24. Proactive and positive outlook	E E E E		✓ ✓
<b>Equal opportunities</b> 25. To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	E	✓	✓