

<b>Job title:</b>	HR Partner (x2)
<b>Job ref:</b>	HFL1444
<b>Hours:</b>	1 x at 37hrs (5 days) per week, 52 weeks per year. 1 x at 30hrs (4 days) per week, 52 weeks per year.  Flexible working patterns will be considered but will need to balance operational support requirements
<b>Salary:</b>	FTE £35,000 - £37,000 per annum, depending upon experience - plus a range of benefits Pro-rata salary calculations available on request.
<b>Contract:</b>	Permanent
<b>Reports to:</b>	People Director
<b>Team:</b>	Company HR
<b>Location:</b>	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

Herts for Learning (HfL) 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 and Purpose

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.

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 HfLs 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
- Provide line management of our HR Administrator, who provides first-line support for HR queries from colleagues and managers, our recruitment & onboarding administration and agreed projects eg DBS updates and tracking records
- Work closely with the People Director 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 People Director to prepare for, and advise the Personnel and Remuneration Committee, on relevant matters and required information;
- 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;
- Assist with escalated or technical 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/ Experience**

The post holder will:

- Be a commercially minded individual with proven experience in providing high quality HR advice to line managers / team leaders across a range of people-mgt 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 e.g., 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)
- Experience of operating in an education, charitable or not for profit sector would be an advantage but is not essential; (desirable)
- Educated to CIPD Level 5 accreditation, or degree level equivalent, or demonstrates equivalent practitioner experience acquired through their expertise. (essential)

## Skills and behaviours

The post holder will:

- Be 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;
- 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
- Be self-aware of their 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 their professional skills and capability
- Convey gravitas within interactions and forums with internal and external stakeholders, demonstrating an ability to build rapport and sustain effective working relationships with a wide range of stakeholders at different levels within the organisation and beyond
- Confidently and competently use Microsoft Office software packages, particularly PowerPoint, Excel, Word, MS Teams, and cloud-based HR/related applications;
- Be able 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;
- Be well-organised in planning and prioritising their time 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.

## 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.

## **APPLICATION PROCESS**

For an informal discussion regarding the role, please contact Dave Windridge, HfL People Director, via [david.windridge@hertsforlearning.co.uk](mailto:david.windridge@hertsforlearning.co.uk).

To apply, email [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) 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
- An insight into any recent business change programmes where you have played a key role supporting the delivery of this, and the outcomes achieved

- Techniques you use to gain engagement with clients, and to achieve mutually beneficial outcomes
- An insight into the level, and complexity, of HR/ER casework you undertake as part of your current role
- An insight into the personal and professional development you have, or are, currently undertaking
- Why you are interested in becoming part of the HfL team.

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.

To help HfL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HfL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

**This 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.**

**Interviews will be taking place remotely via Microsoft Teams.**