

Candidate Information Pack

Trust HR Lead

Jesus grew in wisdom and stature

St James' House, 20 St James Road, Liverpool L1 7BY
contact@ldst.org.uk | www.ldst.org.uk

Liverpool Diocesan Schools Trust is a company limited by guarantee. Company Number 09235635

Our Trust Prayer

We thank you, God of Love, for the gift of children,
Bless the work of our Trust, that in all we do
young people may grow in wisdom and stature,
and so come
to know you,
to love you
and to serve you
as Jesus did.

We make this prayer in his name who is God
with you and the Holy Spirit, now and forever.

Amen

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About Liverpool Diocesan Schools Trust

We believe

Jesus said 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Liverpool Diocesan region.

We believe that as the Liverpool Diocesan Multi Academy Trust we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

- Collaboration
- Valuing the Local
- Valuing Difference
- Inclusion

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Job Description

Title:	Trust HR Lead
Salary:	LDST Extended NJC Scale Point 51 - 54 (£55,711 – £59,121 FTE, £44,568.80 - £47,296.80 pro rata)
Hours:	0.8FTE / 29.6 hours per week
Accountable to:	Director of Finance and Operations
Location:	St James House, 20 St James Road, Liverpool, L1 7BY

This is a central Trust role based at our Trust's headquarters at St James House, however, central roles serve all our Trust schools across the Diocesan geography. You will therefore be required to travel regularly to school locations across the Diocese of Liverpool as required. Our Trust has embraced a flexible working model and therefore you will be able to work from home if desirable and when appropriate.

Main Purpose of the role

To enable successful teaching and learning across the schools through supporting the CEO, Executive Team, and school staff teams by:

- Creating and developing our Trust's HR strategy including learning and development, and performance management strategy.
- Supporting the recruitment and retention of the very best staff.
- Supporting schools and the central team with complex and difficult HR matters.
- Creating and developing our Trust HR policies.
- Managing our outsourced Schools HR Service (currently with Warrington LA).
- Liaising and negotiating with Trade Union colleagues.
- Developing and streamlining HR systems across our Trust.
- Supporting members of the Executive team as needed.

Strategic Development

- Lead on the development of the overall HR strategy for our Trust.
- Lead on the development of other Trust-wide strategies in the areas of employee relations, resourcing, equality and diversity, learning and development, performance management, pay and reward, and terms and conditions.
- Provide HR advice and guidance to the CEO, Executive Team and Board of Directors.

Recruitment and Retention of Staff

- Support schools to manage effective and efficient recruitment and selection processes to ensure the best possible staff are employed for all roles across our Trust.
- Lead on and manage all recruitment for central Trust team roles.
- Lead on the development of a Trust-wide employee benefits platform.
- Oversee the production of relevant contractual documentation for all staff.
- Identify opportunities to support the development of cross-school roles.

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Complex HR Casework

- Lead on the management of casework relating to more complex employee relations issues that arise. For instance, relating to restructuring, redundancy, disciplinary, grievance, attendance, complaints, and performance management matters.
- Assist the schools HR service staff with routine cases where additional support is needed to ensure the cases are dealt with promptly and resolved satisfactorily.

Policy Development

- Lead on the development of Trust-wide policies including engagement with school leaders and, where necessary, Trade Union representatives.
- Review and update existing policies as needed to reflect changes in regulation, legislation or best practice.

Schools HR Service

- Maintain oversight of all ongoing casework undertaken by the Schools HR service
- Periodically, lead on the procurement of the outsourced Schools HR Service provider.
- Provide management support, employment law and best practice advice to the Schools HR Service and school staff as needed.
- Manage the outsourced Schools HR Service to ensure that they deliver an effective and sustainable service to our Trust and our schools.

Trade Unions

- Work in partnership with recognised Trade Union colleagues, including attendance at Joint Consultative and Negotiation Committee (JCNC) meetings, to agree Trust-wide policies and any changes to terms and conditions of staff.
- Provide supporting documentation and reporting as needed to support negotiations at JCNC meetings.

HR Systems

- Lead on the development of HR systems across our Trust to enable efficient and effective management of human resources.
- Support and liaise with schools to ensure effective services and facilities are in place to enable safeguarding checks to be completed as required.
- Support schools to maintain confidential single central records (SCRs) that meet the necessary regulatory standards.

Executive Support

- Provide regular reporting to the Trust Corporate Services Director on live HR caseloads, current challenges and emerging issues.
- Provide expert, best practice, best fit and up-to-date HR and employment advice at all levels.
- Contribute to the leadership of the LDST and ongoing projects as needed.
- Contribute to the overall work of the Trust to provide a high-quality education for all children and young people within an inclusive Christian environment.

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Liverpool Diocesan Schools Trust

- Undertake other duties, as reasonably required by the Executive Team.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post as directed.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Further Safeguarding policies can be found www.ldst.org.uk

Candidates should also refer to 'Guidance for safer working practice for those working with children and young people in education settings' which can be found at the following website: <https://www.saferrecruitmentconsortium.org/>

Appointment to this post is subject to a satisfactory enhanced DBS check, two satisfactory references, and verification of qualifications.

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Person Specification

We strive to achieve excellence and to not only maintain our schools, but to improve and enrich our schools. To achieve this, you will need to:

- Embrace our distinctly Christian vision and values.
- Champion and role model a culture of high aspirations and high expectations.
- Work flexibly to meet the changing demands and priorities.
- Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high-quality education.
- Engage with and promote the aims and objectives of schools and our Trust.

	Essential or Desirable	Evidence
A. Education / Expertise		
CIPD graduate or equivalent formal HR qualification	E	AL
A separate relevant degree level qualification	D	AL
Formal qualifications in English and Maths	E	AL
Minimum of 3 years' experience of working successfully in a strategic HR role	E	AL I
Experience of working successfully in a strategic HR role within an educational setting	D	AL I
Experience of managing outsourced provision or partnership arrangements	E	AL
Experience of working across multiple physical locations	D	AL
Working calmly and flexibly under pressure to meet deadlines	E	I T
Working as part of a team	E	I T
B. Knowledge and Understanding		
An in-depth knowledge of current HR legislation and regulations as they pertain to multi-academy trust and school environments	E	AL I T
Understanding of national terms and conditions and Education legislation that impacts upon employment of staff in schools and academies	E	AL I
An understanding of broader academy legislative and regulatory requirements	D	AL I
An understanding of the governance and workings of multi-academy Trusts	D	AL I
An understanding and commitment to equal opportunities	E	AL I
A strong track record of employment relations activity	E	AL I
Sound knowledge of Microsoft Office, including Excel	E	AL I T
Understanding of the needs of a whole school community	E	AL I

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	Essential or Desirable	Evidence
C. Skills and Abilities		
Excellent financial management and analytical skills	E	AL I
Excellent verbal and written communication skills	E	AL I T
High level of literacy, numeracy and ICT skills	E	AL I T
Ability to maintain confidentiality and discretion at all times	E	AL I
Ability to lead and manage other members of staff	E	AL I
Ability to relate well to children and adults	E	AL I
Ability to work independently with strong self-motivation skills	E	AL I
Ability to self-evaluate learning needs and actively seek professional development	E	AL I
D. Interest, Motivation and Commitment		
Commitment to support the Trust's Christian Ethos and values	E	AL I
Commitment to equality of opportunity and inclusion	E	AL I
Commitment to ensuring the highest standards of safeguarding	E	AL I

AL = Application Letter, I = Interview, T = Task

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How to Apply

Application Process

The application process for this role is a two-stage process:

- Application form
- Task and Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email **Hollie.Stott@ldst.org.uk** or contact the LDST office on **0151 705 2190**.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: 31st July 2021

Interview Date: w/c 9th August 2021

Start Date of Post: 1st September 2021 or as soon as possible

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