

Job Description: People Business Partner (Central & EDI)

Reports to: Head of Business Partnering

Location: Currently operating hybrid working in our West London Office, with two core days (Tues and Weds) in the office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £50,000 to £60,000 (depending on experience)

About the role:

In this role, you will be expected to be a contributing member of the wider People Team, bringing your professional knowledge and personal creativity to continuously improve the quality of the People Service to the Central team.

This role will support the Head of Business Partnering to review the current Diversity & Inclusion Strategy and delivery of the D&I initiatives across the network.

You will gain exposure to many different aspects of the charity's strategy and operations and be accountable for the successful management of the full employee life cycle, including systems and processes as well as leading excellent client relationships across the organisation. You will work closely with the school facing People Business Partners to ensure consistency with policies and procedures across the network.

Key Responsibilities:

- Partner with Ark's People team to support all key people processes, providing
- guidance, coaching and constructive challenge when appropriate
- Support with the design of the next D&I strategy for the organisation
- Utilise and analyse data to identify Diversity and Inclusion issues and trends both within schools and the broader organisation, to inform developments and relevant improvement initiatives
- Work with the Professional Development team to design bespoke D&I training
- Line manage the Central Junior Business Partner
- Support the Head of Business Partnering with keeping up to date with equality legislation, regulations and good practice as well as interpreting any changes that require actions or will have an impact on the organisation
- Lead the annual central pay review process closely, working with other business teams
- Work closely across the People team on key projects including supplier reviews and road mapping key priorities to find efficiencies
- Provide guidance on people practices such as change management initiatives restructures and succession planning
- Build and revise policies and procedures for the central Ark team
- Support and/or lead project work in support of Ark's plans and priorities
- Bring people expertise and develop solutions to help the business area to deliver its strategy

- Use data and analytics to measure the effectiveness of tools and policies and understand the landscape for further improvement
- Keep up to date with external trends and best practice in the areas of expertise and HR more broadly
- Continuously drive improvements in process and policies through external market trends, insight, and internal best practice
- Champion and help create an inclusive culture where all individuals feel supported to work at their best

We expect you will already be operating in a similar role and be comfortable and confident in working directly with senior leaders.

Person Specification: People Business Partner (Central & D&I)

Qualifications

- CIPD qualified Level 7 (or equivalent experience) (Chartered MCIPD desirable)

Knowledge & Skills

- A strong track record as a Business Partner, including demonstrating strong experience of relationship management at a range of levels
- Be able to inspire confidence through quality of technical HR skills and excellent stakeholder engagement

- Experience of working in an equality, diversity and inclusion role with up to date knowledge of current EDI best practice and employment practices
- Be skilled in achieving results through influence and personal credibility
- High attention to detail to improve and develop HR processes and procedures
- Ability to work in a fast-paced HR function
- Experience of leading on change management programmes including TUPE
- Designing and leading organisational design programmes
- Ability to plan, prioritise workload ensuring service and deadlines
- Be calm and organised under pressure
- Excellent written and oral communications skills
- Strong customer service and problem-solving skills
- Have strong analytical skills, able to process and present data with confidence and clarity, ensuring key messages are clear and well communicated to teams and team leaders
- Be a committed team-player to Ark and the wider Ark network
- Be comfortable operating as a role model to colleagues, embodying the Ark values

Personal Qualities

- Personal vision is aligned with Ark's high aspirations and expectations of self and others
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence above norms

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](#).