

Job Description: People Business Partner (London and Portsmouth Primaries)

Reports to: Head of Business Partnering

Location: Currently operating hybrid working in our West London Office

Contract: Permanent

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

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

About the role:

An effective People Partner will be enabling the delivery of a proactive, effective, and efficient People service ensuring that strategies are in place to balance the needs of individual academies whilst supporting the delivery of Ark's strategic objectives.

This role is a Business Partner in training, focusing on establishing this approach to HR service delivery, working closely and effectively with the People Business Partners building the necessary skills and abilities to be successful in this role.

Key Responsibilities:

- Partner with Regional Director(s) to enable the effective development and implementation of People strategies, plans and practices
- Support your Region(s) on all key People processes, providing guidance, coaching and constructive challenge when appropriate
- Lead and develop the provision of People services, responding to staff issues as appropriate
- Work effectively and collaboratively with the HR resources in schools, the wider People team, and other Central teams to effectively maximise performance and exercise good people management practices
- Provide high quality, professional advisory services to Principals, Managers and Regional Director. This will include:
 - Provision of advice to Principals and Managers on employment practices, pay and conditions of service, and legal and best practice implications of employment issues
 - Advising and supporting a wide range of ER issues, including discipline, capability, absence, and grievance, together with attendance at meetings
 - Leading on change management programmes/initiatives, ensuring that all activities are firmly aligned with the needs of the organisation and consistent with their legal obligations
 - Establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment
- Lead on local trade union consultations and negotiations
- Own, analyse, and report People data in ways that underpins best practice and effective people management and planning (including management intelligence and on which strategic decisions can be made)
- Where appropriate; design and deliver customised People training
- Lead project work in support of Ark's plans and priorities
- Keep abreast of HR best practice, legislative changes, and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of human resources activities and functions

Person Specification: People Business Partner – London & Portsmouth Primaries

Qualifications

- CIPD qualified Level 7 (or equivalent)
- Commitment to Continuous Professional Development in the HR field

Knowledge & Skills

- Demonstrable experience in HR including stakeholder management
- Demonstrable project management skills
- Up-to-date knowledge and understanding of HR best practice and practical application of employment law, can demonstrate handling ER cases effectively and providing a commercial approach with flexible/outcome focused solutions
- Able to demonstrate working collaboratively and delivering successfully on change management initiatives and projects
- Able to manage conflicting priorities and achieve stretching objectives
- Professional integrity and resilience, being resourceful and solution-oriented
- Knowledge and understanding of the education sector (desirable)

Personal Qualities

Demonstrates Band Two of the CIPD Professional Map Behaviours covering the following:

- **Curious** – is future-focused, inquisitive, and open-minded; seeks out evolving and innovative ways to add value to the organisation
- **Decisive thinker** – demonstrates the ability to analyse and understand data and information quickly. Uses information, insights, and knowledge in a structured way to identify options, make recommendations and make robust, defensible decisions
- **Role model** – consistently leads by example. Acts with integrity, impartiality, and independence, balancing personal, organisation and legal parameters
- **Courage to challenge** – shows courage and confidence to speak up skilfully, challenging others even when confronted with resistance or unfamiliar circumstances
- **Driven to deliver** – demonstrates determination, resourcefulness, and purpose to deliver the best results for the organisation
- **Collaborative** – works effectively and inclusively with a range of people, both within and outside of the organisation
- **Professionally credible** – builds and delivers professionalism through combining commercial and HR expertise to bring value to the organisation, stakeholders, and peers
- **Skilled influencer** – demonstrates the ability to influence to gain the necessary commitment and support from diverse stakeholders in pursuit of organisation value

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](#).