

Job Description

POST:	People Directorate Cluster Manager
RESPONSIBLE TO:	People Directorate Business Partner (PDBP) for North-West Region
RESPONSIBLE FOR:	Anticipated management of up to five members of academy-based support staff dependent on the progress of the clustering programme
SALARY:	SCP 29 - 33 – National Scale (£33,486 – £37,568)
KEY RELATIONSHIPS:	People Directorate colleagues, Regional PD Business Partners, Principals, Academy Leadership Teams, Academy Operations Manager, Cluster Leads and National Payroll
LOCATION:	Any of the Oasis Academies based in the North-West Region
WORKING PATTERN:	Full time - 37 hours per week, 52 weeks per year. A flexible working pattern may be possible so long as the requirements of the role are fulfilled
DISCLOSURE LEVEL:	Enhanced

Oasis Community Learning is embarking on a transformational period of change as we look to reshape our organisation for the next decade. Through the Organisational Framework Project, we will be seeking to revolutionise the way that we lead, develop and listen to our staff to enable the very best opportunities for the students and communities that we dedicate ourselves to serving. In order to achieve this transformation, the new temporary Cluster PD Manager will support the Regional People Directorate Business Partners and various other team members with the leadership and management of HR activity across a number of sites within the area/region, as the organisation embarks on this new journey,

JOB PURPOSE:

- To provide comprehensive operational PD advice and support on a wide range of employment, recruitment and people management issues to your individual cluster, seeking advice from the PDBP where required.
- As clustering develops to oversee the work of PD staff within your cluster of academies, ensuring, and efficient and effective PD service
- To ensure the effective and accurate capture of a range of PD data on Sims, iTrent, SCR's etc., quality assuring accuracy through regular monitoring

AREAS OF ACCOUNTABILITY:

- To proactively assist the academies in handling a full range of PD needs and problems through case and project management.
- To support Principals and senior managers with a range of employee relations casework, including restructures, advising where necessary and liaising with the Regional People Directorate Business Partner where necessary.
- To take a proactive role in the PD interventions required for safeguarding issues relating to allegations against staff.
- To work with the Principal and project staff on the growth and staffing plan for the academies that are in the growth stage.

- To support management with the development of effective employee relations through consultation and negotiation with employees and local trade unions as directed by the PDBP.
- Through local PD staff, to ensure all recruitment and appointment practices (includes vetting and on boarding) are fair, rigorous, effective and fully compliant.
- To assist National PD, Regional teams and Academy SLT in the development as well as the delivery of CPD for staff (including senior staff) in Academies.

Employment Practices

- To provide leadership teams and line managers with appropriate advice, guidance and coaching on all PD issues in line with the OCL's policies, employment law, statutory compliance and good management practice in order to achieve academy objectives.
- To provide professional PD advice, guidance and where appropriate, challenge at the early stages of disciplinary, capability, absence management, child protection, grievance and performance/capability matters, which could potentially be a risk to the academy or its members.
- To liaise with senior staff and local/ regional unions to resolve issues at the early stage where possible and proactively support and guide Leadership Teams with all employee relations matters, including but not limited to disciplinary, grievance, absence and capability and seeking advice from PDBP when required.
- When required, to undertake role of investigating officer and present your report and findings to appropriate panels and/or the Principal. This may include attendance at hearings and appeals panels to provide advice.
- To support Leadership Teams in building effective working relationships with Trade Unions and professional associations/forums, working towards our goal to become an employer of choice.
- To provide advice to line managers on the application of policies and procedures and reviewing them in line with local need, supporting with updating the academy employee handbook and volunteer/placement handbook as required.
- To proactively support Leadership Teams on managing change, to include restructures redundancies and TUPE with oversight by the PDBP.
- To keep abreast of relevant changes to employment law and conditions of service including: Burgundy Book, Teachers Pay and Conditions and Green Book.

Recruitment, Selection, Appointment

- To proactively support Leadership Teams, Operations Managers and local Academy Admin and/or cluster PD staff in maintaining a compliant and effective recruitment process.
- Through the PD and administrative staff within your cluster of academies, to ensure all preemployment checks are completed in line with the latest iteration of KCSIE (currently September 2016) including, references, Vetting and Barring checks (where applicable), DBS clearances, overseas checks (where required) and health questionnaire addressing any concerns as appropriate and advising on next stages.
- In conjunction with the National team, to work with leadership teams and Academy Admin/ local PD staff to develop recruitment methods and strategies and advertising strategies to ensure the academies are able to attract and retain excellent staff.
- Through Academy Admin/ local PD staff, to ensure all academy SLT and PD staff have completed safer recruitment training and renewals are completed in good time.
- As required, to provide advice on fair recruitment practice and sit on selection panels, ensuring fair and compliant processes are adhered to, for example in relation to equal opportunities.
- As required and with support from the PDBP and National team, to provide advice and guidance to Principals and leadership team in relation to remuneration and pay determination of all employees.
- To upskill relevant staff within your cluster, deliver training on recruitment practices, policy change and other relevant areas as they arise.
- To champion the Application Tracking System (ATS) within your cluster [once launched](#), providing training to key staff and being a source of knowledge advice and support.
- To be trained in job evaluations, regularly sitting on panels to undertake evaluations.

New Starters and internal appointments

- To proactively support Leadership Teams, Operations Managers and any Academy Admin/local PD staff in maintaining a compliant and effective on-boarding process.
- To advise, support and train academies on the generation of contractual documentation, including new starters and variations, quality assure outputs to ensure accuracy and consistency.
- When required, to generate contracts and undertake new starter processes directly.
- To have oversight of academy SCRs and employee files, ensuring all local staff understand the latest policy and procedures and providing support, training and quality assurance to ensure all academies within your cluster are fully compliant. To also support on SCR audits as required.

Payroll, Finance & Systems

- To oversee academy payroll amendments submission in line with payroll deadlines, ensuring staff are paid correctly and amendments are actioned.
- Alongside the Finance Manager, to ensure that relevant documentation is completed and any pay related queries are responded to swiftly.
- To work closely with members of the Finance team, PDBP, [Payroll team](#) and Leadership Teams in support of reviewing staffing costs and budgets, changes in budget and pay related discussions, ensuring financial regulations and approval systems are followed.
- To proactively support the data officer, payroll and PD team in the timely collation of management data, producing reports as required.
- To oversee the regular cleansing of Data generated by National PD on iTrent and Sims locally.

Line Management of Local PD Staff

- As the clustering programme takes shape, to carry out the full duties of a line manager including induction training, monitoring of work, probation review and performance appraisal.
- To continually assess learning and development needs with the team to ensure they are fully equipped to work effectively.
- To ensure the organisational knowledge and technical skills of the team meets customer requirements, including horizon scanning and delivering regular updates to the People Team on changes to employment law, regulations and procedures where this relates to your team
- To ensure that academy-based staff are maintaining complete and compliant employee files through regular monitoring, support and guidance
- To regularly monitor the SCRs of each academy within the cluster ensuring compliance and reporting regularly to the PDBP

General

- To contribute to the development of 'Individual Academy PD Working' arrangements within the Cluster, ensuring the plans are delivered and that performance indicators are met
- Contribute to the development of an effective and modern employee relations infrastructure that both enhances employee engagement and involvement and supports business objectives of the academies.
- To work collaboratively with all PD colleagues, ensuring the core PD function of the Cluster makes a valuable contribution to the academies.
- To promote the OCL ethos at every opportunity and whenever PD interventions are required
- All duties and responsibilities must be undertaken, at all times, in compliance with the Oasis Community Learning PD Policies and Procedures.
- All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Safeguarding children and young people

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Other

- To ensure confidentiality and integrity of all PD information in accordance with the Data Protection Act and any other relevant legislation and codes of practice.
- To take part in regular training relevant to the role as required by the People Directorate department (Safer Recruitment, Safeguarding, etc).
- Any other duties commensurate to the post and grade.
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent written and spoken English is an essential requirement for this role.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile.

Person Specification - PD Cluster Manager

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

Person Specification

	Essential	Desirable
Qualifications & Training	CIPD graduate or working towards achievement of CIPD or equivalent	Member of CIPD
Experience Knowledge & Skills	<p>Experience in PD at operational and advisory levels</p> <p>Experience of working in teams</p> <p>Experience of managing sensitive and complex people management issues</p> <p>Experience of managing change effectively</p> <p>Good working knowledge and understanding of employment law</p> <p>Working knowledge/ability to develop knowledge of the terms and condition of employment that apply to staff working in academies/schools</p> <p>Ability to engage with all parts of the business to be able to listen and inform on PD issues, building positive relationships with partners, leaders, colleagues and external bodies</p> <p>Excellent communication skills both written and verbal, with good interpersonal, influencing and presentation skills.</p> <p>A high level of accuracy and attention to detail.</p> <p>Strong administrative and organisational skills.</p>	<p>PD Experience in Education/Schools</p> <p>PD Experience in an Academy Chain</p>

	<p>Proficient IT skills including word processing and spreadsheets, along with the ability to analyse and interpret statistical data.</p> <p>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent written and spoken English is an essential requirement for this role</p> <p>Effective leadership and management of others</p> <p>Coaching and developing others</p>	
<p>Personal Qualities</p>	<p>Commitment to safeguarding and promoting the welfare of children and young people Ability to maintain confidentiality</p> <p>Ability to manage own work and dynamically prioritise work according to changing competing demands</p> <p>The ability to advise, persuade and influence at all levels with best practice and organisational requirements in mind</p> <p>Ability to work effectively with a wide range of people including Academy staff and outside agencies</p> <p>Commitment to equal opportunities</p> <p>Committed to CPD</p> <p>Willingness to undergo appropriate checks, including enhanced DBS checks</p> <p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</p> <p>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</p>	