



Inspire Trust



## HR Systems & Services Officer

**Closing Date Monday 12 June 2023 at 12 noon**

**Interviews to be held w/c Monday 19 June 2023**

<b>Responsible to:</b>	Trust Head of HR
<b>Responsible for:</b>	The operational development and implementation of the HR System
<b>Salary:</b>	Band G, FTE Salary £30,295 - £32,077 (Actual Salary £11,908 - £15,761)
<b>Working hours:</b>	16 - 20 hours per week, 202 days per year (term time plus 10 days, pro rata if less than 5 days p/w)

Inspire Trust is a Multi Academy Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School and Thomas Rotherham College.

The post holder will take co-responsibility for the operational development and implementation of the HR System and its functions to support the work of the Trust. The post holder will work alongside our current HR Systems & Services Officer, as part of the HR team, to deliver our key priorities and services.

There is connectivity between this post, the Academy PA/HR Officers and the Payroll Manager who work together proactively to ensure a smooth and efficient service to employees and the Trust. The post holder will work with the Trust Head of HR, Heads of Establishment and CEO to support the aims of the Trust.

Specific hours and days of work will be confirmed with the successful applicant. Weekly hours will be 16-20 per week within our core business hours of 8:00am to 4:30pm Monday – Friday.

We offer a positive working environment, we care about our learners, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

As a Trust we are truly community based and committed to developing a set of shared values through every aspect of our work. These values are the development of respect, responsibility, resourcefulness, resilience, reflection, risk taking and relationships.

**Applicants are required to apply via our online application form which is available on our website: <https://www.inspiretrust.uk/vacancies/all-vacancies/>**

**PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.**

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers, and volunteers to share this commitment. The Trust is an equal opportunities employer and operates a no smoking policy in all its workplaces. We undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.



## **Inspire Trust is committed to... Educational Social Responsibility We are committed to a value led educational provision.**

Inspire Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- **Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School**
- **Inspired to achieve - Oakwood High School**
- **A tradition of achievement - a future of opportunity - Thomas Rotherham College**

Underpinning this ethos, Inspire Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,  
Reflection, Risk taking and Relationships***



## Job Description and Person Specification

### Main Purpose of Job

The post holder will take responsibility for the operational development and implementation of the HR System and its functions to support the work of the Trust. The post holder will work as part of the HR team to deliver our key priorities and services.

There is connectivity between this post, another HR Systems and Services Officer, Academy PA/HR Officers and the Payroll Manager who work together proactively to ensure a smooth and efficient service to employees and the Trust. The post holder will work with the Trust Head of HR, external HR Legal Service, Heads of Establishment and CEO to support the aims of the Trust.

The Trust currently uses CIPHR HR software / system. The post holder will be a key point of contact and will manage this system working under the direction of the Trust Head of HR and as part of the wider HR and Payroll team.

**Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community.  
We build upon our strengths – together!**

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.



## Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).

A = Accountability (which means being responsible for something to somebody)

L = Leadership (guide, direct and influence the outcomes of)

O = Operational (day-to-day management and control of these activities)

1. Role Specific Duties and Responsibilities	A	L	O
<b>1.1</b> Co-operational lead on development, use of and continued implementation of the HR System (CIPHR). This will include:	✓		✓
<b>1.1.1</b> Monitoring the software contract, working with the software provider on developments required and issues to be resolved. Updating the team on software updates and how these impact the way in which we use the system.	✓	✓	✓
<b>1.1.2</b> Collaborating with appropriate staff to develop service requirements and to understand their needs and how these can be supported by the HR System.	✓	✓	✓
<b>1.1.3</b> Developing user guides and procedures in line with service plans and priorities and communicating them effectively to all users. Provide training / demonstrations to users.	✓	✓	✓
<b>1.1.4</b> Understanding the bigger picture to support the development of working practices associated with the system and the services required.	✓	✓	✓
<b>1.1.5</b> Develop specialist skills and knowledge in the setup of and operation of the system to support the delivery of the services required whilst not losing sight of the people focus. This includes the backend and front end operations.	✓	✓	✓
<b>1.1.6</b> Develop, maintain and provide the operational suite of reports required by the Trust for the Service. Ensuring that all reports are sense checked and fit for purpose.	✓	✓	✓
<b>1.1.7</b> Manipulating and evaluating reports using excel and other IT products.	✓	✓	✓
<b>1.1.8</b> Support key staff by providing input to process, procedures and the development of output reports / documents.	✓		✓
<b>1.2</b> Working with the other HR Systems and Services Officer provide operational leadership for all aspects of the HR System, ensuring that the system is maintained, updated and that procedures and guidance notes are produced and delivered (demonstrated) to Academy Staff.	✓	✓	✓



<p><b>1.3</b> Develop specialist skills and knowledge in the operation and reporting functions of the HR System to produce workforce, turnover, absence and other reports to the Leadership Teams and Trust Board (connectivity with the Payroll Manager Reporting Structure). Produce guidance, videos or demonstrations to secure staff understanding of how to access and interpret reports (including use of the Decisions Module).</p>	✓	✓	✓
<p><b>1.4</b> Responsible for the upkeep of all Induction (including onboarding and probationary reviews) information and strands including reporting and system updates and guidance. Ensuring that the Induction Policy is applied rigorously as part of our Talent Management Strategy. This will include amongst other relevant work such as purchasing credits where necessary</p>	✓	✓	✓
<p><b>1.4.1</b> Working across Trust (with senior teams, academic induction leads, PA/HR Officers, Line and Service Managers and others) to ensure that the relevant induction and onboarding resources are available and up to date.</p>	✓		✓
<p><b>1.4.2</b> Record, monitor and report on the application of induction (onboarding and probationary) (and feedback from staff on the process).</p>	✓		✓
<p><b>1.4.3</b> Working with others, ensure that statutory and mandatory training is provided and recorded (both for new staff and existing staff). Including the management and collation of business and pecuniary interests.</p>	✓		✓
<p><b>1.4.4</b> Ensure that the Onboarding system content is regularly updated to reflect need and that all system forms work in the way they should and are maintained.</p>	✓		✓
<p><b>1.5</b> Responsible for generating and evaluating reports on attendance at work, advising senior leaders on actions to be taken, this includes workforce reports on absence and FTE figures to be produced monthly.</p>	✓		✓
<p><b>1.5.1</b> Preparing absences statistics for the Trust and identifying and actioning as requested.</p>	✓		✓
<p><b>1.6</b> Take the operational lead on development and implementation of operational HR projects that relate to the System as directed.</p>	✓		✓
<p><b>1.7</b> Work as part of the team to support operational aspects of the Service, including:</p>	✓		✓
<p><b>1.7.1</b> Support for the creation and maintenance of HR Records across the full range of functions, including; recruitment (starter/leaver), onboarding, induction, probation, talent management, employee</p>	✓	✓	✓



	experience / wellbeing, HR and management processes, document libraries and any other service related activity.			
	<b>1.7.2</b> Support for the full employee Lifecycle of processes as required including: recruitment, onboarding/offboarding, induction, probation, talent management, employee experience / wellbeing, HR and management processes, document libraries and any other service related activity.	✓		✓
	<b>1.7.3</b> Discharge all Safeguarding, GDPR, Records Management and Health and Safety aspects of the Service.	✓	✓	✓

## 2. Generic Duties and Responsibilities

**2.1** Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.

**2.2** All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include Basic First Aid (training will be provided).

**2.3** Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.

**2.4** Participate and contribute to Talent Development and Service Frameworks and other plans.

**2.5** All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal / external Training, Networking, Updating and other such events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.

**2.6** Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.

**2.7** Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.

**2.8** Establish constructive relationships and communicate with others (inside and external to the Trust).

**2.9** Organise and support Academy and Trust events as requested.

**2.10** Any other reasonable and appropriate duties as directed by Trust or Academy Senior Staff.

**2.11** All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff





## Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

**Key to abbreviations:** MoF Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed), DBS Disclosure and Barring Service Check.

1. Qualifications / Training / Experience	Essential	MoA
1.1 GCSE A*-C in Mathematics, English and hold a qualification at A level or equivalent.	✓	AF/CQ
1.2 Educated to degree level in a relevant subject.		AF/CQ
1.3 A CIPD qualification at Associate Level or equivalent HR qualification.		AF/I/R
1.4 Evidence of significant experience and success of managing and delivering a wide range of professional HR Services including systems development.		AF/I/R
1.5 Evidence of significant experience in the use of spreadsheets and data manipulation.	✓	AF/I/R

2. Skills and Aptitudes	Essential	MoA
2.1 The ability to relate well to and respect pupils / students and staff and act as a role model at all times.	✓	AF/I/R
2.2 The ability to use excel, spreadsheets and manipulate reports	✓	AF/I/R
2.3 The ability to work within recognised procedures and respond to unexpected problems and situations.	✓	AF/I/R
2.4 Be able to evidence the following to a high standard: Numeracy, Communication skills, Organisational Skills, Administrative Skills, IT and Data Skills	✓	AF/CQ/R/I
2.5 Ability to deal with confidential and sensitive information with tact and discretion applying data protection and data sensitivity principles at all times.	✓	AF/CQ/R/I
2.6 Have the ability to consider and seek out all relevant information and present balance and sound reasoning to sensitive issues.	✓	AF/I
2.7 Knowledge of relevant policies/codes of practice/legislation relating to Human Resource Services including at least two of the following: Recruitment, induction, absence management, workforce development, wellbeing, disciplinary, capability or grievance management.	✓	AF/I



2.8 Evidence of and ability to conduct process review and develop efficient and effective services and procedures	✓	I/AF
2.9 Evidence of leading developing and implementing systems and embedding them in practice.	✓	I/AF/R

3. Mandatory Requirements	Essential	MoA
3.1 A satisfactory DBS check at an enhanced level is a condition of employment with Inspire Trust.	✓	AF/I/R
3.2 Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF/R
3.3 References that confirm suitability to work in an educational setting, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF/R

4. Physical Requirements	Essential	MoA
4.1 Health and physical capacity for the role.	✓	AF/I/R
4.2 A good attendance record in current employment (not including absences resulting from disability).		R

### 5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

**5.1 Seeing the Bigger Picture:** Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work.

**5.2 Changing and Improving:** Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.





**5.3 Making Effective Decisions:** Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively..

**5.4 Leadership:** Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.

**5.5 Communicating and Influencing:** Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.

**5.6 Working Together:** Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.

**5.7 Developing Staff and Others:** Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.

**5.8 Managing a Quality Service:** Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high-quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.

**5.9 Delivering at Pace:** Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy we have contracted with the Education Support Partnership and they provide us with an Employee Assistance Programme to support all staff on a range of issues. Our recent Staff Wellbeing survey shows that we are in the top 10% of educational providers in the country in respect of how our staff view their wellbeing experience at work (all ratings are out of 5). We will continue to work with our staff body to improve and ensure that we remain a really good place to work, in line with this ethos the Trust became an Accredited Living Wage employer as of September 2022.