



Post Title	Assistant People Business Partner
School / Organisation	Avanti Services Ltd
Location	Harrow
Grade	Grade 10, £44,120 - £48,308 per annum
Hours	37.5 hours per week
Contract Type	Fixed-term contract for 12 months' Year-round
Reports to	People Business Partner
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

The Assistant People Business Partner role will partner with management, to support the People Business Partner in delivering a high-quality business partnering service to your schools/areas.

Reporting into the People Business Partner, this role will support the development and operationalisation of strategies to improve the experience, performance, and management of our people. This role will support the implementation of organisational change in line with the objectives of the Avanti Schools Trust People Strategy.

The postholder will add value in pursuit of the overall corporate objectives of the Trust by supporting the People Business Partner in the evaluation of current performance, analysing people data metrics and identifying opportunity to upskill and develop school managers in all aspects of successful people management.

This role will provide Tier 2 advice and support to management on employee relations matters, seeking positive and timely outcomes with a people focus.

The Assistant People Business Partner will embrace a one team ethos across the People Services team, continually supporting team development and challenging the status quo to ensure a consistent, value adding PS provision to leaders and colleagues.

At Avanti we take a value based, empathetic, pragmatic and, above all, a 'human' approach to people management and this role acts as a partner to our Managers to empower colleagues to deliver outstanding services to our stakeholders.

RESPONSIBILITIES OF THE JOB

Partnering with Management

- Support the People Partner in partnering closely with management, and focussing on building close relationship with managers to understand and identify the key business drivers, performance issues and associated people requirements for both current and future challenges, using data to drive evidence-based decision-making processes.
- To support the People Business Partner in providing subject matter advice to your schools and/or central service areas on the full range of PS & Org Development interventions including workforce planning, reward and recognition, talent management, engagement and wellbeing to attract, develop and retain a workforce that lives the Trust's values
- Support cultural changes across the your areas through a variety of different methods, enabling managers to more effectively line manage their staff and enhance their people management skills
- Support the People Business Partner in delivery of organisational redesign projects and restructure proposals within your areas, utilising the support of colleagues where necessary
- Support delivery of cyclical PS activity within your schools, supporting leadership and management to ensure timely completion.
- Coach, guide and advise management on complex situational people issues and the handling of difficult and challenging situations.



- To work in a consistent approach with other PS colleagues in providing data analysis to senior leaders and managers in order to inform future decision making
- To work with management to support delivery of learning and development opportunities that will enhance organisational performance and contribute to the wider people agenda.
- To provide Tier 2 advice to management, and support management through the end to end of disciplinary, capability, grievance and sickness absence cases, focussing on achieving positive and timely outcomes through reconciliation, mediation and compassionate understanding of people's situations wherever possible.

Centre of Expertise Support

- Support the People Business Partner in their lead role for a Centre of Expertise area, on either Employee Value Proposition, EDI or Mental Health and Well-being (TBC), supporting development of key policies, processes and practices that benefit our management and people.
- Work collaboratively across the Trust to seek views, gain insights and place a design thinking approach at the core of development.
- Act as a source of advice to other PS colleagues on your Centre of Expertise, helping to resolve gritty problems and provide trusted advice.

Trust-wide PS Project Support

- To support the successful implementation of the People Strategy objectives, by supporting, and as appropriate, leading project streams that move us towards our goals.
- Feed into PS projects being led by others, and brings insights from the areas you partner with to enable better PS policy, process and procedure development with a true employee focus.

One PS Team Contributions

- Work collaboratively with other Assistant People Business Partners, sharing learnings, findings and approaches to ensure consistency and to support mutual development and progression.
- Work collaboratively with PS Advisors, ensuring smooth handovers of employee issues and upskilling colleagues through coaching and mentoring.
- Be a core part of the PS function, playing an active role in identification of ways we can improve our services, knowing that your voice will be listened to and being proud to have your say in the way we do things and the direction we take as a function.
- Maintain up to date awareness of best practice in PS & Org Development, changes in employment legislation affecting MATs and plan and share your learnings with the wider team
- Embrace a one team ethos across the People Services team, continually supporting team development and challenging the status quo to ensure a consistent, value adding PS provision to leaders and colleagues.
- Keep abreast of DfE and OFSTED requirements.

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	Desirable
1.	Previous experience working at HR generalist role	X	
2.	Experience of supporting managers in all areas of people matters including employment offers, people policies, performance improvement, disciplinary & grievance, absence & sickness, variation of terms, termination of employment and recruitment, etc	X	
3.	Experience of working in a fast-paced HR team, providing first-level advice on HR policies and procedures, employment law and employee relations issues	X	
4.	Experience of developing/updating policies with changes in employment legislation.	X	
5.	Sound working knowledge and understanding of UK employment legislation	X	
6.	Ability to produce work to a high standard, with excellent accuracy and attention to detail	X	



7.	Excellent interpersonal and stakeholder management skills, with the ability to develop positive and effective working relationships with a range of colleagues, candidates and external stakeholders.	X	
8.	Ability to work on own initiative, making sound decisions quickly and efficiently and without close supervision	X	
9.	Excellent organisation and time management skills to be able to organise and prioritise multiple work streams within a fast-paced and evolving environment	X	
10.	Excellent ability to communicate clearly and concisely both verbally and in writing with managers and staff at all levels of the organisation	X	
11.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy.Summer-23.pdf>