



# Director of Human Resources and Compliance

June 2025



## Appointment of Director of HR & Compliance

Thank you for your interest in the Director of HR & Compliance post. Alongside the job description, we hope you will find the following information helpful in explaining more about this exciting opportunity. Further general information about Aspirations can also be found on the Trust's website <https://www.aspirationsacademies.org>.

Aspirations has a track record of 'turning around' schools in need of improvement, successfully opening new schools and securing consistent delivery of high standards over the long term. The Director of HR&C has a crucial role to play as a partner to academy principals and central team executive leaders, supporting them deliver the aim of providing the highest possible quality of education.

The HR and Compliance function of the Trust works largely on a de-centralised basis with significant work undertaken by staff based in the Trust's academies. However, crucial to the success of this work is the co-ordination and specialist support provided by the Director of HR & Compliance who, with one other specialist HR/Compliance colleague, is part of the Aspirations central Operations Team. Together they have established a framework under which HR operates across all the Trust academies and central teams, with standard HR policies and procedures and a common HR MIS.

This arrangement has worked extremely successfully for the 12 years of the Trust's operation with the HR & Compliance central service having gained a reputation for delivering to a very high standard.

The new post holders will therefore be initially focussed on maintaining the high level of HR professional support and forward planning the Trust's HR strategy.

While the initial aim is a successful transition to ensure the existing strengths of the service are maintained, the focus will increasingly turn to looking forward to developing the service for the future and we are keen to receive applications from those with the vision and competences to reshape the service as appropriate to secure ever higher effectiveness and efficiency.



# Job Description:

## Director of Human Resources and Compliance

### Job Purpose

The HR&C Director is a key member of the central senior executive team of the Aspirations Academies Trust and has responsibilities spanning all personnel related activities and key areas of compliance across the organisation.

The post holder works closely with the Managing Director and the Chief Finance and Operations Officer as well as the Directors of Education in each of the Trust's regions and the individual Principals of each academy.

*The HR&C Director will:*



Provide lead HR professional input in supporting Trustees and the executive leadership team with **strategic planning**



'Own' the Trust's policies relating to HR and **key areas of compliance**



Deliver excellent, up to date, **advice and service on all matters** relating to HR and specified areas of compliance

Furthermore, as with certain other senior executive positions, the post-holder will be a governor member on each of the Trust's four Regional Boards.



# Job Description:

## Director of Human Resources and Compliance

<b>Working hours:</b>	The post holder will work the hours required to meet the demands of the post. This will include working time that is subject to the direct management of the Trust (generally 36 hours per week, Monday to Friday) and also working time that is not directly managed by the Trust but nevertheless necessary for the fulfillment of the professional duties and responsibilities associated with the role. There will be fluctuations with this work, with peak demands during school term time.
<b>Annual Leave:</b>	The full-time rate of annual leave entitlement is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. In addition, paid time off is provided for bank and public holidays normally observed in England and Wales.
<b>Salary:</b>	Starting salary will be up to £90,000 per annum.
<b>Pension:</b>	On appointment, the post holder will be enrolled into the Local Government Pension Scheme, subject to its terms and conditions.
<b>Location:</b>	Work will be undertaken mainly from the Trust's head office that is located near Heathrow Airport and provides an excellent working environment with the benefit of free parking. While increasing numbers of meetings are undertaken using the Trust's preferred virtual meeting platform (Google Meet) there are occasions when it is necessary to travel to be in attendance on site at an academy. This is generally possible either through use of own vehicle or through using public transport (for which expenses are payable based on a mileage rate set by the Trust or fares paid, as appropriate).

# Terms And Conditions Of Employment:

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The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

## Key Duties:

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- Strategically plan the further development of practice and systems across the Trust to ensure sound operation of all HR functions including recruitment, onboarding, management of staff records, pay and benefits and employee relations.
- Manage staff who are directly assigned to support with the delivery of HR and relevant compliance functions and drive best practice from others contributing to the delivery of these functions who are not line reportees (e.g. school business managers).
- Lead on the review and further development of policies and procedures relating to HR and assigned areas of compliance (see footnote 1), ensuring these are appropriately updated in response to changes in legislation and other relevant factors. Consult on policy change as appropriate and provide advice and training for relevant staff.
- Provide key professional leadership in the application and further development of the Trust's pay and reward strategy, taking into account national and local factors relevant to multi academy trust employers.
- To share responsibility with the Finance team for the oversight of salary payment arrangements and pension administration across the Trust managed through an external payroll/pensions service provider, ensuring necessary levels of consistency and minimizing the risk of equal pay claims.
- Provide support and advice for senior staff in relation to HR and compliance casework, linking with external professional advice where necessary.
- Evaluate outsourced advice and support arrangements relating to HR and relevant areas of compliance, implement any required changes and manage the ongoing relationship.



- Carry out due diligence work and transition support (including TUPE) for initiatives such as new academies joining the network.
- To maintain and further develop working relationships with the recognized trade unions, to the benefit of all parties.
- Provide reports to the Trust Board and/or committees, the Managing Director, the Chief Finance and Operations Officer and the executive leadership team, ensuring all relevant parties are appropriately informed of key HR and compliance metrics, developments and issues.
- Develop and manage HR information systems and databases to optimise their contribution to informing, driving and supporting performance.
- To promote anti-discriminatory practice and ensure that equal opportunities policies and procedures are fully integrated into the work of the Trust.
- Understand and commit to the vision, values and objectives of the Aspirations Academies Trust, modelling behaviours associated with these as befits a key leadership role.
- To undertake any additional responsibilities that may be required by the Managing Director and Chief Finance and Operations Officer commensurate with the senior grade and nature of the post.

*This job description will be reviewed at regular intervals and is subject to change as the needs of the Trust evolve.*

## Footnote 1:

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At the outset of appointment areas of compliance expected to be assigned to the Director of HR&C are as follows.

- **GDPR:** The Director of HR&C is the Trust lead for GDPR with this role being undertaken in conjunction with an external service provider that is commissioned to act as the Trust's Data Protection Officer
- **Complaints:** Key responsibilities of the Director of HR&C in this area are: reviewing Trust wide policy on the handling of complaints; advising academy leadership staff on good practice in dealing with complaints casework and providing direct support to them in dealing with complex cases; supporting the Managing Director in allocation of complaints casework needing to be managed centrally and maintaining records of such cases.
- **Governance:** Working in conjunction with commissioned governance professional service provider(s) and in liaison with the Managing Director and Chief Finance and Operations Officer, the Director of HR&C has a key role in facilitating the effective operation of the Trust's governance systems.
- **Policy oversight:** The Director of HR&C has an overseeing role, mapping out how the Trust complies with the DfE's policy requirements for multi academy trusts and liaising with policy owners to ensure that policies are regularly reviewed and approved.
- **Strategic risk management:** The Director of HR&C oversees the Trust's strategic risk management system, periodically drawing down information from academy risk registers to report to trustees and key leaders and providing or commissioning relevant training.

Recognising that a new appointee coming into role will not necessarily have experience or significant knowledge across all the above areas of compliance, provision will be made for additional support to the postholder in the delivery of these responsibilities in the first year of their appointment.

# Person Specification:

*Assessed by application (A) Assessed by the recruitment process (R)*

CRITERIA		
Qualifications and Training	Essential	Desirable
Chartered Member of the Chartered Institute of Personnel and Development or other credentials considered comparable to this by the Trust	A	
Chartered FCIPD		A
Experience		
Broad experience of undertaking complex HR professional work within the schools education sector	A, R	
Knowledge		
Expertise in a breadth of areas relevant to employment in the schools education sector, e.g. frameworks for staff pay and benefits, conditions of employment, staff representation and professional conduct	A, R	
Thorough practical knowledge of UK employment law and proven experience of applying the implications of developing legislation (e.g. through developing policies and procedures and delivering training)	A, R	
Understanding of key areas of compliance relevant to multi academy trusts, e.g. governance systems and GDPR, and awareness of key developments affecting the sector	R	





CRITERIA		
Skills and Abilities	Essential	Desirable
Ability to analyse complex documents and data, draw accurate conclusions, identify key issues and develop workable solutions for these	R	
Proven ability to successfully address strategic challenges through applying innovative thinking combined with a pragmatic and commercially sound approach	R	
Ability to plan and prioritise work over a significant period as well as deliver ad-hoc project work, meeting and managing competing deadlines	R	
High level communication skills, including excellent inter-personal and writing skills, proven across different types of audience including senior leaders	A, R	
High level negotiating, influencing and collaborating skills	R	
Strong IT skills including the use of presentational tools, electronic communications tools, data analysis tools and HRIS	R	
Proven ability to successfully manage a wide breadth of complex HR casework and demonstrable resilience to enable delivery of appropriate outcomes in challenging contexts	R	
Flexibility to take leadership responsibilities in areas of compliance work	R	
Other factors		
Commitment to upholding and driving forward standards that support and promote the welfare and safeguarding of children and young people.	R	
Demonstrable commitment and proactive approach to drive forward equality, equity, diversity and inclusion.	R	



## Special Requirements:

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Due to the nature of this post, appointment will be subject to the submission of an enhanced Disclosure and Barring Service (DBS) certificate prior to taking up appointment.

Furthermore, in the application process, applicants will be asked if they have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Applicants responding “yes” to this question are expected to submit relevant written details.

Disclosure of a criminal background does not necessarily prevent employment – consideration will be given to a range of relevant factors, including the nature of the offence(s) and when they occurred.

Please note that where an appointee subject to the above requirement is subsequently found to have failed to disclose any required details, this may lead to the offer of appointment being withdrawn or, where the employment has already commenced, to the employment being terminated.

# How To Apply:

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**Panoramic Associates Ltd is acting as an employment agency to Aspirations on this appointment.**

For a more in-depth conversation about the role please contact **Abbey Robinson**, Lead Practice Delivery Director or **Claire Prichard**, Lead Principal Consultant, who is leading on the process.

We hope you will consider making an application for this fantastic opportunity. To make an application, you will need the following:

- A CV which is tailored for this role.
- Supply of details for one reference (not from current employer) that we can contact during the application process

Alternatively, you can submit your CV direct to our consultants.



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