



Regional HR Manager

Salary / grade range	£46,731-£50,788 + benefits
Contract	Fixed-term to 31 August 2026
Location	West Yorkshire or Greater Manchester hybrid. Some home/office working combined with some face to face attendance in schools in the West Yorkshire area and occasional meetings in Manchester. An office base will be provided at either our West Yorkshire hub office at Co-op Academy Parkland (Old Park Rd, Bradford BD10 9BG) or at 1 Angel Square, Manchester (M60 0AG)
Reports to	Chief People Officer

Purpose of role:

We require an enthusiastic and dynamic HR regional manager to partner with our schools and play a pivotal role in the Trust. This is an exciting opportunity to join us at a time as we plan to develop our central HR function further, to provide efficient and effective services trust-wide and facilitate the Trust's ambitions. We are seeking an inspirational and dedicated HR professional who will be pivotal to creating a professionally fulfilled, motivated and empowered staff who are role models to our children, inspiring them to be successful lifelong learners, confident individuals and responsible citizens. The incumbent will play a pivotal role in delivering on key HR priorities through the development and deployment of People and Culture interventions that are focused on attracting and retaining talent and supporting our workforce to flourish. The postholder will work effectively with a variety of stakeholders across schools, the central team and with Trade Union Partners to achieve the implementation of impactful HR initiatives that enable our schools to deliver an excellent education and enable Co-op Academies Trust to be an employer of choice. The postholder will support the Chief People Officer in the future development of the HR functions to ensure all schools receive a comprehensive HR service.

We see this role as the leader supporting schools with both strategic and operational HR decisions. You'll be an experienced HR professional who understands how to achieve our Trust vision through the provision of an excellent HR service, providing advice to Leaders on more complex HR issues to ensure effective resolution and supporting School and Trust Leaders through change initiatives. You will be a confident communicator with proven experience of all aspects of HR delivery and be able to take the lead on HR related projects to drive change and improvement



throughout the organisation, including within the HR team. You will have a calm, organised nature, with the ability to work professionally to strict deadlines, responding effectively and efficiently to challenges and bringing vision and a relentless drive to make things happen. You will be able to communicate confidently and effectively in varied situations. You will have the ability to work both as part of a team and independently, maintaining a positive and successful working relationship with colleagues. You will promote and support the vision and direction of the Trust by providing leadership that will enable staff to reach the highest possible standards of achievement and well-being. Responsible for the entire employee lifecycle, providing strategic and operational HR advice and support and responsible for the development and maintenance of new and existing HR policies and procedures, ensuring compliance with the latest employee legislation and articulating and managing risks. This is an amazing opportunity to support our employees to excel and support the Trust's vision

The postholder will line manage HR Advisors.

The post holder will also lead one or more allocated areas of HR activity across our Trust as a whole.

Key accountabilities (and specific duties / responsibilities):

- Support the Trust's drive to be, and to maintain its position as, an employer of choice within the sector, through supporting continual improvement in HR strategy and practice, in line with the Strategic Plan and the People Strategy
- Provide professional operational and strategic HR advice and work in partnership with senior and middle leaders
- Provide advice and guidance on interpretation and application of HR policies and procedures, statutory guidance and employment law, and other related matters, assessing implications and articulating risk.
- Manage and advise on highly complex employee relations cases
- Supervise, direct, coordinate, support and develop academy-based HR colleagues (dotted line) and line manage central HR Advisors
- Review people information / data, and support academies with analysing and interpreting this, to facilitate planning and decision making
- Ensure effective recruitment/selection, retention and colleague engagement strategies are implemented across the academies, support the recruitment of Headteachers and other senior leaders
- Develop and deliver training in HR related matters, coaching managers to improve their practice
- Take a lead role in managing, advising on, and supporting the implementation of restructures and other organisational changes, including TUPE in/out, and the onboarding of new academies joining our Trust to ensure a seamless transition



- Contribute to development and review of Academy / Trust HR strategies and plans, and undertake proactive HR work to deliver these
- Proactively contribute to the overall work of our Trust's HR team, taking the lead on trust-wide HR activities
- Safeguard and promote the welfare of pupils/students through own actions and effective management of staff resources, policies and procedures, and in line with local and national protocols and statutory requirements relating to safeguarding
- Represent our Trust at external meetings including regional / national events, seminars, and working groups



Personal attributes required (based on job description):		
	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> Chartered MCIP or equivalent experience Level 7 CIPD qualified (or equivalent) 	E D	A A
Experience <ul style="list-style-type: none"> Experience of working in HR in the public sector HR experience in Schools Experience of leading improvement in HR practice and metrics within an organisation Experience of handling significant change, such as restructure / redundancy TUPE Line management experience 	D D E E D D	A / I A / I A / I / T A / I / T A / I / T A / I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Analytical and judgement skills, able to interpret complex information / situations / problems and apply this in their work, assessing implications and articulating risk Great organisational skills, confident in managing a diverse workload and responding quickly to deliver on deadlines Approachable, able to build strong relationships, coach, and work collaboratively with others Highly developed influencing, negotiating and persuasive skills (both oral and written); able to convince others to adopt policies or courses of action Good presentation (oral & written) / training delivery skills A knowledge and understanding of safer recruitment practices in line with the statutory guidance Keeping Children Safe in Education Competent user of IT 	E E E E E D E	A / I / T A / I / T A / I A / I I A/I I



<ul style="list-style-type: none"> Knowledge & experience of NJC job evaluation, grading & equal pay issues 	D	A / I
Personal Qualities <ul style="list-style-type: none"> Flexible, self-motivated & resilient to changing demands; able to work independently, on own initiative and without supervision, being accountable for decisions made Pragmatic, able to take a balanced and measured approach and see a situation from different perspectives Committed to undertaking continuous professional development Willing and able to travel between academies across our Trust (Greater Manchester, West Yorkshire, Staffordshire and Merseyside), and to flex working hours occasionally if required. Driving licence and own transport Understanding of and commitment to demonstrating the co-operative values and the Ways of Being Co-op 	E E	A / I / T I A A / I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the children's or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.