

## Job Profile comprising Job Description and Person Specification

### Job description

<b>Job title:</b> Human Resources Officer, Schools	<b>Grade:</b> PO2
<b>Section:</b> Contracts, Human Resources and Schools Support	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> Senior Human Resources Officer	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> E7013, E5223, E7002	<b>Last review date:</b> June 2022

#### Working for the Richmond and Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job purpose

You will support the Senior Human Resource Officer in delivering a comprehensive and proactive HR service to school leaders and governing boards. The role involves the advice and support to line managers on a full range of employee relation matters, the updating and interpretation of relevant policies and procedures and demonstrating an awareness of their particular relevance to education settings and supporting staffing restructures and working collegiately with colleagues across the department to assist schools deliver the right staffing outcomes.

## Main duties and responsibilities

1. Advises and give guidance (verbally and/or in writing) to heads of schools and service, governing boards and visitors to the section on a range of human resources matters, including: -
  - A full range of employee relations matters and advising on individual cases.
  - Employment legislation and the implementation of national agreements.
  - Recruitment procedures for teaching and support staff.
  - Pay and conditions of service for teaching and support staff.
  - The School/Council's employment practices and policies, including disciplinary, grievance, performance and sickness cases.
  - Manage the redundancy and retirement budget.
  - Maintenance of locally held personnel records using the Schools Information.
  - Job evaluation for support staff posts.
  - Website maintenance and policy development
  - Obtaining sponsorship certificates for overseas staff, as required
  - Consultation and negotiation with trade union representatives on staffing matters.
  - To support presenting officers at formal hearings on behalf of the School/Council
  - To follow up disclosure and barring information received and make representations on the suitability of staff for employment where appropriate.

The post holder will develop specialist expertise in several of the areas outlined above and will maintain a working knowledge of the remaining areas, with the ability to train central and school based staff in any of the areas as required.

2. Contributes to the development of the HR service and the formulation of HR policy. Evaluates the service provided, recommend and contribute to service improvements.
3. Deals with queries from individual staff based at establishments on conditions of service and other staffing matters.
4. Builds professional working relationships with school leaders and staff through termly visits to allocated schools. Contributes to the development of the visit agenda and ensures that follow up actions from school visits are completed to agreed timescales.
5. Supports the Senior Human Resources Officer with employee relations casework, including disciplinary, grievance and capability. Under the direction of the Senior Human Resources Officer, arranges and attends employee relations meetings and hearings and produces accurate minutes when required. Maintains an accurate record of casework in accordance with agreed systems.
6. Under the direction and guidance of the Senior Human Resources Officer, manages an allocated employee relations caseload, including attending and advising at sickness review meetings, investigation meetings and other employee relations cases. Responsible

for referring more complex cases and those outside of own ability to the Senior Human Resources Officer immediately.

7. Deals with queries from individual staff on conditions of service and other staffing matters as required.
8. Develops and delivers training for School leaders, governors and other staff on all aspects of human resources and employment practice.
9. Provides induction to new school business manager on HR aspects of their role within schools, including the preparation and delivery of all training material.
10. Suggests ideas and composes articles to be included in any HR updates to schools and other departmental publicity materials.
11. Encourages buy in to HR services from schools within and outside the borough by marketing the HR service as a source of professional expertise.
12. Liaises with the Council's central human resources, pensions service, audit section and finance department on a range of matters, including employee relations, occupational health, job evaluation, salaries and pension.
13. Liaises with external agencies and government boards and provides statistics and information as requested.
14. Services meetings of the Schools' Joint Consultative Committee. Minutes other meetings as required under the direction of the Senior Human Resources Officer.
15. Assists with headteacher recruitment for schools and participates in other recruitment activities as required by the Senior Human Resources Officer. Supports governing boards with collation of applications and pre-employment checks to appoint successful school leaders.
16. Supports the Senior Human Resources Officer in the effective delivery of special projects, such as school closures, strike action. To participate in other change management projects in the section as required (e.g. managing adjustments, surveys etc).
17. Advises and assists schools in the preparation and submission of sponsorship license and leave to remain applications in accordance with current guidelines. Ensure visa details are current and accurately recorded.
18. Opens, records and distributes incoming post, as required.
19. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the Council.

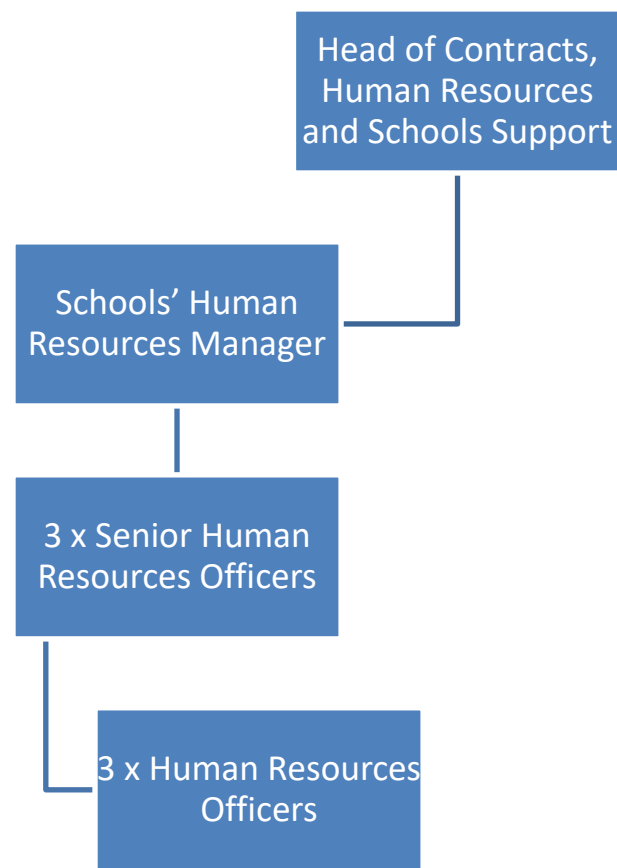
20. To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
21. Responsible for the evaluation, implementation and compliance with Health and Safety legislation, to ensure safe working practices of all staff, public and contractors in his/her working environment, in accordance with the Council and departmental safety arrangements, policies and codes.
22. Promote the services of the department by assisting in person or by telephone in a helpful and courteous manner.
23. Participate in the staff development and appraisal scheme, undertaking recommended training and professional development.
24. Carry out all duties in accordance with Wandsworth Council's Equal Opportunities policy with respect to the staff and public, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
25. Undertakes any other duties commensurate with the grade of the post as directed by the Schools' Human Resources Manager.
26. Deputises for the Senior Human Resources Officer in his/her absence or as instructed by the Senior HR Officer or Schools' HR Manager.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.

- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Current Team Structure**



## Person Specification

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<b>Post Number/s:</b>	<b>Last Review Date:</b> June 2022

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
1. Good knowledge and application of employment law. A general understanding of how this applies to education settings is desirable.	A, I & T
2. Good knowledge of best practice for HR management, policies and procedures including employee relations, recruitment and selection, pay and conditions of service.	A, I & T
3. An understanding of and commitment to delivering excellent customer service to school leaders and governing boards.	A & I
4. Ability to produce high quality written work, disseminating material to relevant bodies and stakeholders as appropriate.	A & I
5. Understanding of GDPR, data protection and confidentiality and HR's role in this.	A & I
6. An awareness and understanding of the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children, young people and vulnerable adults.	A & I
<b>Experience</b>	
7. Experience as an HR Officer or similar role. Working in an educational background is desirable but not essential.	A & I
8. Experience of managing employee relations matters and communications, working to both a workforce and individual level.	A & I
9. Experience of interpretation of employment law and ACAS guidance, including the provision of evidence-based advice and best practice.	A & I
10. Ability to write and update HR policies and website management of policies and proformas.	A & I
11. High level of self- motivation and experience of working within a highly pressured team with the ability to organise and prioritise workloads to maximise productivity and meet deadlines.	A & I
12. Excellent interpersonal, communication and written skills with an ability to interpret complex information and provide advice accordingly.	A & I
<b>Skills</b>	
13. Ability to advise, communicate effectively, and work with stakeholders at all levels, including senior management. Delivering training and other briefings as required.	A & I

14. IT skills including Word and Excel, eg to produce reports and maintain complex spreadsheets	A & I
15. Excellent organisational and administrative skills, and ability to effectively manage own caseload.	A & I
16. Ability to work under pressure and remain optimistic under changing conditions.	A & I
17. Be solution focussed whilst adhering to relevant procedures.	A & I
<b>Qualifications</b>	
18. A recognised qualification in a relevant human resources subject or relevant experience in human resources.	A, I & C
<b>Special requirements</b>	
19. Available to attend meetings outside of normal office hours on occasion, e.g., with governors or to deliver training	A & I
20. A willingness to undertake training to ensure continuous professional development	A & I

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**