Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Human Resources Officer, Schools	**Grade**: SO2
Section: Contracts, Human Resources and Schools Support	**Directorate:** Children's Services
Responsible to Following Manager: Senior Human Resources Officer	**Responsible for Following Staff:** N/A
Post Number/s:	**Last Review Date: March 2021**

Working for the Richmond/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 of 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

Responsible to the Senior Human Resources Officer for delivery of a human resources support service to schools and governing boards.

Specific Duties and Responsibilities

1. Deputises for the Senior Human Resources Officer in his/her absence.

2. Advises and gives 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: -

- Recruitment procedures for teaching and support staff.
- Pay and conditions of service for teaching and support staff.
- The Council's employment practices and policies, including disciplinary and sickness cases.
- Manage the redundancy and retirement budget.
- Employment legislation and the implementation of national agreements.
- Maintenance of locally held personnel records using the Schools Information.
- Allocation of human resources and managing adjustments in staffing levels.
- Job evaluation for support staff posts.
- Website maintenance.

The post holder will develop specialist expertise in one or more 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

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 poor performance. Under the direction of the Senior Human Resources Officer, arranges and attends employee relations meetings and hearings and produces accurate minutes when required.

6. Under the direction and guidance of the Senior Human Resources Officer, manages an allocated employee relations workload, 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. Develops and delivers training for head teachers, governors and other staff on all aspects of human resources and employment practice.

8. Suggests ideas and composes articles to be included in any HR updates to schools and other departmental publicity materials.

9. Encourages buy in to HR services from schools within and outside the borough by marketing the HR service as a source of professional expertise.

10. 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.

11. Liaises with external agencies and government boards and provides statistics and information as requested.

12. Services meetings of the Schools' Joint Consultative Committee. Minutes other meetings as required under the direction of the Senior Human Resources Officer.

13. Assists with headteacher recruitment for schools and participates in other recruitment activities as required by the Senior Human Resources Officer.

14. 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).

15. Advises and assists schools in the preparation and submission of sponsorship license and leave to remain applications in accordance with current guidelines.

16. Opens, records and distributes incoming post.

17. 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.

18. 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

19. 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.

20. Generally promote the services of the department by assisting the public in person or by telephone in a helpful and courteous manner.

21. Participate in the staff development and appraisal scheme, undertaking recommended training and professional development.

22. 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.

23. Undertakes any other duties commensurate with the grade of the post as directed by the Schools' Human Resources 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

Head of Contracts, Human Resources and Schools Support

Schools' Human Resources Manager

3 x Senior Human Resources Officers

2 x Human Resources Officers

Person Specification

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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)**
Knowledge	
1. Good general knowledge of current and forthcoming employment law	A & I

2. Good understanding of the application of computerised personnel record systems	A & I
3. An understanding of and commitment to delivering excellent customer service	A & I
4. An understanding of the Council's equal opportunities policy in respect of service delivery and an awareness of the needs of differing cultural groups and other minority groups	A & I
5. 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
Experience	
6. Successful experience of planning, prioritising, setting and meeting rigorous targets where deadlines and priorities are subject to change	A & I
7. Experience of co-ordinating recruitment campaigns from planning through to appointment	A & I
Skills	
8. Able to communicate effectively, both orally and in writing, with individuals at all levels of the organisation, including delivering training and other briefings	A & I
9. IT skills including Word and Excel, eg to produce reports and maintain spreadsheets	A & I
10. Numeracy skills, eg to calculate salary rates for contracts of employment for part time staff and/or maintain complex spreadsheets	A & I
11. Ability to work under pressure and remain optimistic under changing conditions	A & I
Qualifications	
12. A recognised qualification in a relevant human resources subject or relevant experience in human resources	A, I & C
Special requirements	
13. Available to attend meetings outside of normal office hours on occasion, eg with governors	A & I
14. A willingness to undertake training to ensure continuous professional development	A & I

A – Application form
I – Interview
T – Test
C - Certificate