

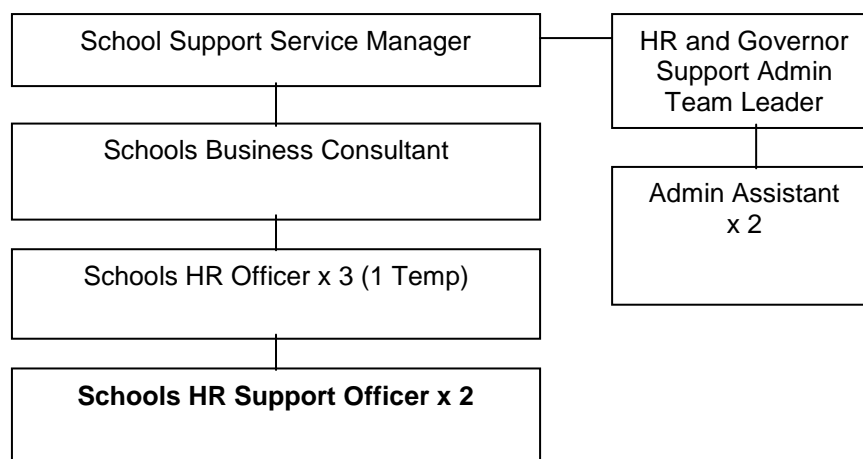
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	Early Help & Schools
<b>SECTION:</b>	School HR Service
<b>LOCATION:</b>	Number One Riverside
<b>JOB TITLE:</b>	Schools HR Support Officer
<b>POST NUMBER:</b>	EHSSSS000007
<b>Grade:</b>	5
<b>Accountable to:</b>	School Support Service Manager
<b>Accountable for:</b>	N/A
<b>Hours of Duty:</b>	37 hours per week, all year round in accordance with the needs of the service and WLB scheme.
<b>Any Special Conditions of Service:</b>	<p>It is expected that the majority of annual leave will be taken during periods of school closure in line with the needs of the service.</p> <p>The Postholder will be required to travel within the borough and be available to attend occasional out of hours meetings/briefings.</p> <p>Work Life Balance Scheme in operation.</p> <p>There will be a certain amount of travelling required by the postholder for which payment is made in accordance with local conditions of service.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## ORGANISATIONAL CHART:



## **PURPOSE AND OBJECTIVES OF THE JOB**

1. To contribute to a high quality advisory and consultancy service to Headteachers, Governors and employees that facilitates and enables effective people management and to contribute to the development of policy and strategy within Schools.
2. To have responsibility to lead areas of work as directed.
3. To support the Investigating Officer/management representative/adviser to Governors at all hearings.
4. To contribute to maintaining a high level of school / 3rd party buy-back of the Schools Support Service by the delivery of an efficient and effective support service.

## **Control of Resources**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholders control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the Council.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the Council rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

Internal: Staff of all levels within the Service areas and in schools. Officers of other Services and members of the council.

External: Headteachers, teachers, governors and others as determined by programme allocation. Liaison with officers of the DfE, other LAs, Diocesan Authorities, representatives of other bodies. Principal and other officers of Rochdale 6<sup>th</sup> Form College, internal and external bodies relating to areas of work.

## **Responsibilities**

The postholder must -

- 1 Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy, Anti Raciest Policy and Rochdale's Child Protection Procedures.
- 2 Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- 3 Be able to render regular and efficient service to undertake the duties of this post.

## **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

## **CORE TASKS**

Duties will vary but will include:

1. To be responsible for giving high quality advice and support to Headteachers, Governing Board on teachers and support staff pay and conditions and HR matters in relation to staff employed in schools. Such advice and support to cover the following areas:

(a) safer recruitment/safeguarding	(b) dismissals/redundancy
(c) appointment processes	(d) poor work performance (capability)
(e) discipline	(f) grievance
(g) ill-health retirement	(h) redeployment
(i) Pay and Grading/Job Evaluation	(j) early retirement
(k) long-term sickness	(l) Newly Qualified Teachers (NQTs)

To include casework and attendance at all relevant meetings as appropriate to include attendance at twilight/evening meetings.

2. To provide accurate information and advice on a range of HR related matters to staff within schools recognising the varying contractual/employment relationships.
3. To provide advice on Pay and Conditions for School Based Staff (Teachers & NJC) and be responsible for ongoing advice to schools, Headteachers, Senior Leadership Team and Governors.
4. To be responsible for the support of Headteachers, Senior Leadership Team members and Governors in relation to the implementation of managing sickness absence within schools covering:
  - (a) Long term and intermittent absences management of cases, including to dismissal
  - (b) Promotion of good employee relations
  - (c) Regular reports to school managers
5. To support Headteachers, Senior Leadership Team members and Governors in relation to disciplinary and grievance matters for all categories of staff within schools including being the adviser to Investigating Officer.
6. To assist in the preparation of information for the process of consultation and negotiation with the Teachers' Associations/Diocesan Authorities and other trade unions, as appropriate.
7. To assist in the interpretation of the Teachers' Pay and Conditions Document and other associated documents and for the dissemination of advice on such documents to schools.
8. To advise Headteachers and governing bodies on matters of staffing policy, as appropriate.

## **SECONDARY DUTIES**

1. To support and participate in joint working with other services.
2. To ensure that management information is collected and maintained.
3. To prepare reports and deal with correspondence.
4. To represent the Director of Education at internal and external meetings.
5. To participate in Council programmes of in-service training both as a trainee, and if required, as a trainer.
6. To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of LAs, as may be determined by the Head of Schools/School Support Service Manager (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by	_____	Date	_____
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	Early Help & Schools	<b>Post:</b>	Schools HR Support Officer
<b>Section :</b>	<b>Schools HR Service</b>	<b>Grade:</b>	<b>5</b>
<b>Job Ref:</b>	<b>CSF16004</b>	<b>Post Number:</b>	<b>EHSSSS000007</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>		
1 Are you prepared to work outside 'normal working hours' when required?	<b>E</b>	<b>AF/I</b>
2 Are you willing and able to travel around the borough as part of your duties?	<b>E</b>	<b>AF/I</b>
<b>(b) Qualifications and Experience</b>		
1 What is your experience of working within a HR environment?	<b>E</b>	<b>AF/I</b>
2 What is your experience of dealing with HR casework?	<b>E</b>	<b>AF/I</b>
3 Are you working towards/willing to work towards CIPD and / or qualified to Certificate in Personnel Practice (CPP) or equivalent level qualification in Human Resources?	<b>E</b>	<b>AF/production of qualifications</b>
4 Using examples please detail your experience of communicating effectively with a wide range of people.	<b>E</b>	<b>AF/I</b>
5 Please provide details of your experience in the use and application of IT systems e.g. Microsoft packages including Word, Excel and Access.	<b>E</b>	<b>AF/I</b>
6 Using examples please detail your experience of working in an educational setting within a Local Authority or school.	<b>D</b>	<b>AF</b>
7 Please detail your experience of working with Governing Boards.	<b>D</b>	<b>AF/I</b>
<b>(c) Skills and Knowledge</b>		
1 Please tell us about your ability to provide advice to schools on a range of HR and welfare issues relevant to the role of the post.	<b>E</b>	<b>AF/I</b>
2 Please can you demonstrate your ability to handle sensitive situations in a diplomatic and tactful manner.	<b>E</b>	<b>AF/I</b>
3 Please tell us about your ability to contribute and work within a team environment.	<b>E</b>	<b>AF/I</b>

Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(c) Skills and Knowledge (continued)</b>			
4	Please detail your ability to deliver training and briefing sessions.	<b>E</b>	<b>AF/I</b>
5	Please give examples of your ability to exercise judgement i.e. when to seek advice.	<b>E</b>	<b>AF/I</b>
6	Please can you demonstrate your ability to a flexible approach to the demands of the service.	<b>E</b>	<b>AF/I</b>
<b>(d) Values and Behaviours</b>			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li>Valuing our people</li> <li>Focusing on customers</li> <li>Acting with integrity</li> <li>Using time and money wisely</li> <li>Working together</li> <li>Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	<b>E</b>	<b>AF/I</b>
2	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	<b>D</b>	<b>AF/I</b>
3	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	<b>D</b>	<b>AF/I</b>