BURY COUNCIL

# JOB DESCRIPTION

|  |  |
| --- | --- |
| Post Title: HR Consultant | |
| Department: Children, Young People & Culture | Establishment/Post No: |
| Division/Section: Human Resources | Post Grade: subject to moderation |
| Location: 3 Knowsley Place | Post Hours: 37 hours Flexi time scheme in operation |
| Special Conditions of Service:  Some attendance at evening meetings will be required | |
| Purpose and Objectives of Post:   * To advise, interpret and implement Conditions of Service, Council policies and procedures for schools, services, centres and other Children’s Services establishments in accordance with Employment Law. * To provide a full range of HR services to these establishments ensuring appropriate advice and guidance is issued. | |
| Accountable to: Executive Director of Children, Young People & Culture, Head of Human Resources | |
| Immediately Responsible to: Senior HR Consultant / HR Team Leader | |
| Immediately Responsible for: None | |
| Relationships: (Internal and External)  Staff within the Children, Young People & Culture Directorate and other Directorates of the Authority.  Elected members.  Head Teachers/Managers and Staff of Children, Young People & Culture Establishments.  Governors.  Union and Professional Association Representatives.  Members of the Public.  Outside Agencies e.g. Department for Education, HCPC, National Employers’ Organisation. | |
| Control of Resources:  Equipment - Computer equipment. | |

|  |  |  |
| --- | --- | --- |
| Duties/Responsibilities:  Advice & Consultancy  Provide professional HR advice & guidance to schools OR services and employees in relation to employment law and conditions of service, both over the telephone & face to face.  Provide professional HR advice & guidance to Out of School Clubs, Academies or other organisations supported by the Division on a contractual basis.  Act as a primary designated first point of contact for nominated Schools / Services.  Develop positive and constructive professional relationships with schools OR service managers.  Provide salaries and wages information to employees  Provide advice and guidance to managers in relation to contractual changes, ensuring instructions issued to the Contracts Team / payroll are accurate and in accordance with policy and legislation.  Provide professional support to Senior HR Consultants / Team Leader in implementing restructures redundancies and other significant HR projects.  Develop and maintain professional knowledge and understanding of HR issues and developments, bringing them to the attention of colleagues as appropriate.  Undertake job evaluation of posts in accordance with the Council’s agreed procedure.  Contribute to the development of, and deliver, training events, updates and briefings to managers and employees.  Casework  Support and advise managers in managing employees under the Managing Attendance Policy, including undertaking sickness analysis, attendance at review meetings and contributing towards the development of action plans.  Undertake Occupational Health referrals, providing all supporting information and documentation.  Undertake confidential investigations in accordance with the Disciplinary and Dignity at Work policies.  Attend and advise at meetings in respect of routine employee matters, including probation reviews, capability and informal disciplinary issues.  Act as the official contact point for employees designated as redeployees, providing advice and support as required.  Undertake exit interviews and maintain a database of responses  Policy & Service Development  Contribute to improving the efficiency and effectiveness of the HR Service.  Support the development, implementation and review of HR policy and procedure.  Contribute to the development and promotion of traded and income generative services by the Division  Represent the service on working groups and panels as required.  Undertake specific project work as directed.  Recruitment & Selection  Support departmental OR school recruitment processes through the provision of advice in relation to fair and effective practice and procedure.  Provide advice and training in relation to safer recruitment.  Support the organisation and administration of interview & assessment centre selection processes.  Attend, participate in and support recruitment and selection processes.  Support the process of safer recruitment by carrying out identity checks as required by the Disclosure & Barring Service scheme, and by obtaining references where not supplied initially.  Management Information & Systems  Produce and undertake analysis and reporting of MIS information, providing summaries and comment as appropriate.  Provide information as requested by solicitors, trade unions and individuals in accordance with data protection legislation.  Resources  As directed, instruct payroll with regards to via BACs of redundancy, severance, and settlement agreements and other payments. Ensure payments are coded to appropriate budgets.  Leadership & Management  Provide day to day direction to HR Assistants within the Division.  To have an oversight of work produced by HR Assistants, particularly in respect of recruitment advertising and the administration of family friendly initiatives and special leave.  Provide training, advice and support to HR Assistants as required.  General  Comply with, and ensure that services are developed in line with, Bury Council’s policies and procedures.  Contribute to the overall development and improvement of the service, including the annual service business plan.  Maintain the confidentiality and security of all work as appropriate, including systems administration, systems back-up, housekeeping, record keeping and information retrieval.  Contribute to the safeguarding of Children and young people by taking steps to ensure that service users are protected from any form of abuse or neglect and use the appropriate reporting mechanisms to pass on any concerns.  Responsible for the health, safety & welfare of him/herself & others who may be affected by his/her acts or omissions whilst at work in accordance with the Health & Safety Policies of the Council.  To ensure that performance standards and targets are achieved in relation to the work assigned to the post holder and that work is carried out with a commitment to continuous improvement.  Be responsible for own personal and professional development to meet the changing demands of the role, through training and development as required. | | |
| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service) | | |
| Job Description prepared by: | Sign: | Date: |
| Agreed correct by Postholder: | Sign: | Date: |
| Agreed correct by Supervisor/Manager: | Sign: | Date: |



DEPARTMENT FOR CHILDREN, YOUNG PEOPLE & CULTURE

HUMAN RESOURCES CONSULTANT - Schools

|  |  |  |  |
| --- | --- | --- | --- |
| CORE BEHAVIOURS FOR THE POST (Please tick those relevant) | | | |
| Commercial Thinking & Analysis |  | Planning |  |
| Customer Service | ✓ | Developing Self & Others |  |
| Delivering Results |  | Teams, Networking & Partnerships | ✓ |
| Values, Ethics & Diversity |  | Adapting to Change | ✓ |
| Delivering a Quality Service(Continuous Improvement) | ✓ |  |  |

|  |  |  |
| --- | --- | --- |
| SHORT LISTING CRITERIA | ESSENTIAL | DESIRABLE |
| Relevant qualification in Human Resources (Level 5 or above) or willing to work towards | ✓ |  |
| An understanding of the work of the Children, Young People & Culture Division | ✓ |  |
| An understanding of school pay and conditions of service | ✓ |  |
| A basic knowledge of Employment Law | ✓ |  |
| Experience in providing HR Advice | ✓ |  |
| Experience of providing HR advice to schools |  | √ |
| Experience of working in a frontline, customer facing role | ✓ |  |
| Experience of using MS Office packages. | ✓ |  |
| Experience of undertaking HR casework. |  | ✓ |
| Experience of providing advice on, and participating in, recruitment processes |  | ✓ |

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

|  |  |
| --- | --- |
| ASSESSMENT  METHOD | CRITERIA |
| Interview | Excellent customer care skills and ability to communicate effectively with a range of people |
| Interview / Test | Ability to work with large scale MI systems |
| Interview | Ability to solve problems, work proactively and use initiative |
| Interview | Ability to work as a team player and be flexible to meet the needs of the service |
| Interview | Ability to prioritise work and to meet conflicting demands and deadlines |
| Interview | Ability to work in an organised, systematic and accurate manner. |

The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues