

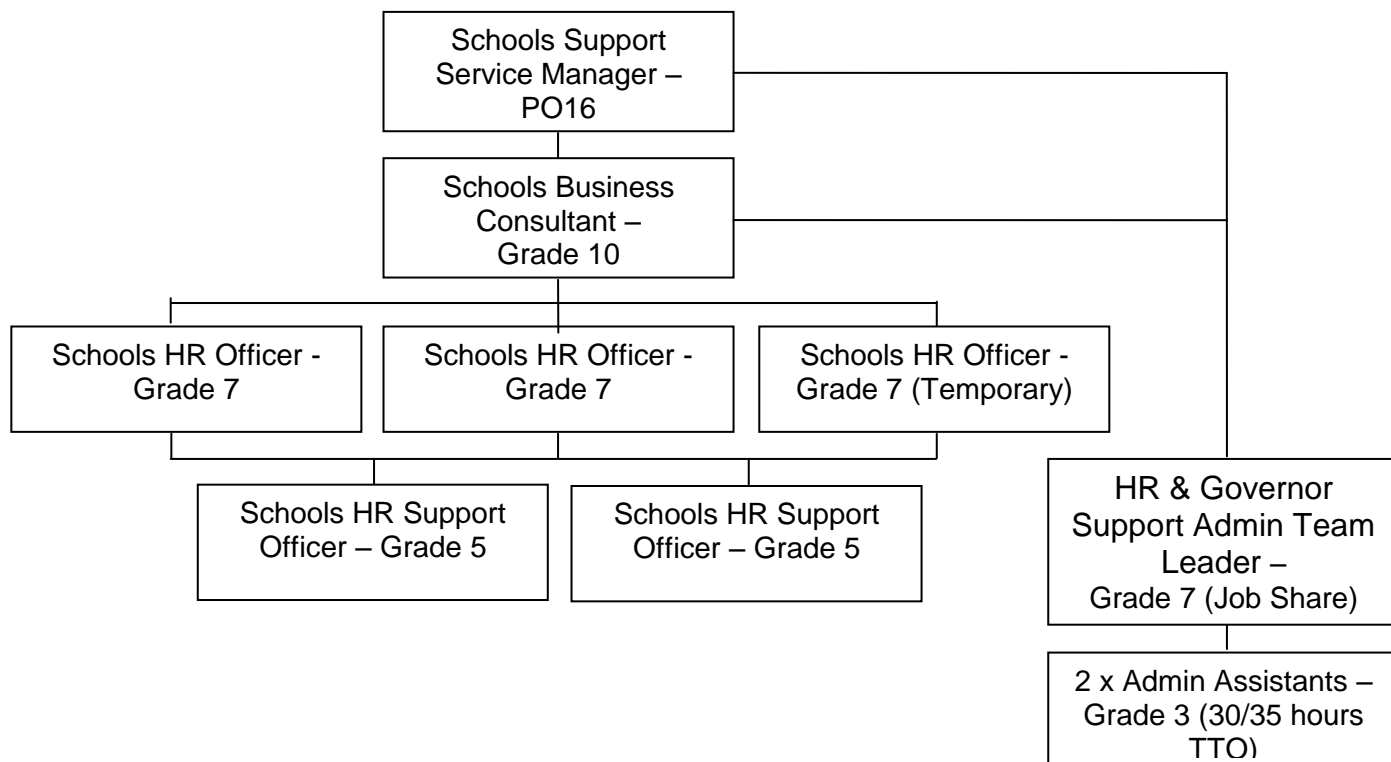
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

Service:	EARLY HELP & SCHOOLS
Section:	SCHOOLS SUPPORT SERVICE
Job Title:	SCHOOLS HR OFFICER – FIXED TERM
Grade:	Grade 7 (SCP 31-35)
Accountable to:	Schools Support Service Manager / Schools Business Consultant
Accountable for:	As allocated
Hours of Duty:	37 hours per week flexibly in accordance with the needs of the service
Any Special Conditions of Service:	<p>It is expected that the majority of annual leave will be taken during school holidays in line with the needs of the service.</p> <p>Work Life Balance Scheme in operation.</p> <p>Casual User Car Allowance is payable.</p> <p>Applicants should be aware of the requirement to travel within the borough and be available to attend Governing Board meetings/training and other out of hours working.</p> <p>The Council operates a smoke free policy for all its Employees and applies to any building and associated Grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>This post is not Politically Restricted in accordance with the regulations.</p>
Values and Behaviours	<ul style="list-style-type: none">➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none">• 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.

This Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart (HR Consultancy):



PURPOSE AND OBJECTIVES OF THE JOB

1. To ensure the provision of an effective and efficient Human Resource service dealing with staffing issues within schools, academies and colleges in accordance with legislation, the policies and priorities of the School/Council and the aims and objectives of the service.
2. To be responsible for the provision of an effective service dealing with, in accordance with legislation, the policies, priorities, and objectives of the Service.
3. To ensure that schools in the Local Authority have the number, quality and diversity of staff required to meet all their pupils achievement needs and to liaise with schools experiencing difficulties within recruitment/workforce development and provide advice and guidance on strategies to support in addressing the issue.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's 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 health, safety and welfare of self and colleagues in accordance with the Council's Health and Safety Policies and procedures and current legislation.

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 6th Form College, internal and external bodies relating to areas of work.

RESPONSIBILITIES

The postholder must:

1. Perform his/her duties in accordance with Equality and Diversity Policy, Anti Racist Policy and Rochdale's Child Protection Procedures.
2. Ensure that the 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.

PRINCIPAL DUTIES

Duties will vary but will include:

1. To give high quality advice and support to Headteachers, Principals (including 6th form and Academies), Governing Bodies on teachers and non-teachers pay and conditions and personnel matters and in particular to lead on casework in relation to staff employed in schools and education services. Such advice and support to cover the following areas:

- | | |
|--------------------------------------|--|
| (a) TUPE Transfers | (b) Dismissals/Redundancy |
| (c) Appointments | (d) Re-Structures |
| (e) Discipline | (f) Managing unsatisfactory work performance (support staff) |
| (g) Grievance | (h) Ill health retirement/early retirement |
| (i) Absence management | (j) Maternity |
| (k) Supply | (l) Training |
| (m) Contractual issues including pay | (n) Recruitment |
| (o) Induction | (p) Appraisal/capability (teachers) |
| (q) Harrassment | (r) Safeguarding |

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

2. To provide high level advice and consultancy to Headteachers, Principals, Senior Leadership Team members and Governors in relation to the implementation of managing sickness absence within schools covering:
 - (a) Long term and intermittent absences
 - (b) Promotion of good employee relations
 - (c) Home visits in conjunction with the Headteacher on complex casework

- (d) To liaise with the Councils Occupational Health Provider on behalf of the school
- (e) To provide advice and guidance to Managers and supporting Senior Schools Support Officers in support for:

- (i) Drug/alcohol problems
- (ii) Equality Act
- (iii) Abuse
- (iv) Bereavement
- (v) Bullying/harassment
- (vi) Violence at work
- (vii) Stress at work
- (viii) Traumatic incident

(NB – This list is not exhaustive)

- 3. To provide high level advice and consultancy to Headteachers, Principals, Senior Leadership Team members and Governors in relation to disciplinary, grievance, and unsatisfactory work performance matters for all categories of staff within schools including Newly Qualified Teachers.
- 4. To support the Supply Agency Manager in marketing / casework / advice as required.
- 5. To support corporate led initiatives affecting service areas e.g. Equal pay, Pay and Grading, issues as they relate to school based staff.
- 6. Collate and analyse on a wide range of information on the current workforce population and produce detailed reports on the workforce, population, absence management and other statistical reports as required.
- 7. To oversee the effective delivery of a Newly Qualified Teacher pool for Primary and Secondary Teachers.
- 8. To ensure that the requirements relating to statutory NQT processes are dealt with.
- 9. Collate and analyse recruitment and retention issues across maintained schools.
- 10. Liaise regularly with the School Improvement Officers on potential issues and cause for concern.
- 11. Contribute to the work of school improvement through recruiting and retaining quality staff particularly recruitment of Headteachers.
- 12. Take a lead role in the development of personnel policies and procedures to address recruitment and retention issues in localized / school led pay decisions.
- 13. To attend careers fairs and other appropriate forums to promote teaching within Rochdale.
- 14. To assist in research and development of policies relating to school based staff.
- 15. To develop and deliver training / briefings as required.

SECONDARY DUTIES

- 1. To undertake such other duties of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder.
- 2. To support and participate in team working with the Support for Learning Service including working within other programme areas as required in the light of operational needs of the Authority and to facilitate the career development of the postholder.
- 3. To support other members of staff on IT systems.

4. To participate in Council programmes of In-Service training.
5. To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of Council, as may be determined by the Council (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Description prepared by: Abbie Walker

Date: Updated July 2018

Agreed by Postholder: _____

Date: _____

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	Schools HR Officer – Fixed term
Section :	Schools HR	Post Number :	
Job Ref:		Grade:	Grade 7

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 criterion. You should include examples from your paid or voluntary work.

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

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Qualification and Experience		
1 Do you have Graduate membership of Chartered Institute of Personnel and Development (CIPD)? Please provide evidence of post-qualification updating e.g. attendance at courses, seminars and that you are in the process of/or aspiring to shortly upgrade to Chartered MICPD status.	E	AF I and checking of certificates at interview
2 What is your experience of interpreting education legislation and developing personnel policy in an Education/Children's Services environment?	E	AF, I and A
3 Please give details of your experience of development and delivery of training/development events.	E	AF and I
4 What experience of project management including TUPE do you have?	E	AF and I
5 Please give details of your significant experience of manipulating spreadsheets and databases to a high standard.	E	AF and I
6 Please give details of your significant experience of supporting service users with case management.	E	AF, I and A
(b) Skills and Knowledge		
7 What abilities to communicate clearly, both verbally and in writing and demonstrate your ability to handle conflict and work with others to seek a joint resolution do you have?	E	AF, I and A
8 What abilities to work under pressure, prioritise and meet deadlines using your own initiative, with an attention to detail and demonstrate your ability to project manage work and problem solve do you have?	E	AF and I
9 What is your knowledge of pay and conditions of service affecting teachers and Local Government staff?	E	AF and I
10 What is your knowledge of Education legislation in relation to employment issues, safeguarding procedures and issues as they affect schools and demonstrate that you have up to date knowledge of employment law?	E	AF, I and A
11 How would you encourage the involvement of others in team work, partnership and personal development?	E	AF and I

12	What theoretical and practical knowledge of employee relations do you have and demonstrate your ability to develop your knowledge base, as national HR agenda changes, on your own initiative?	E	AF, I and A
13	Please give details of your knowledge of current government initiatives for education development of a variety of routes into the teaching profession and your knowledge of the recruitment and retention issues in the education environment.	D	AF
(c) Behaviours and Values			
14	<p>Please demonstrate your ability to approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF and I
(d) Armed Forces			
15	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces	D	AF and I
16	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	D	AF and I