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| **Department** | **CHIEF EXECUTIVE’S** |
| **Job Title** | SCHOOLS’ HR ADVISER |
| **Grade** | Grade H |
| **Primary Purpose of Job** | To work as part of the Schools HR Team, delivering HR interventions, providing employment advice/HR solutions to staff and managers and contributing to the development of the HR policy framework |
| **Reporting To** | Schools’ HR Manager |
| **Direct Staffing Reports** | This is not a management post but the postholder may be required to lead small teams/project teams as appropriate |

**Main Duties**

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| **1** | To work as part of the Schools HR Team to support the delivery of an effective, high quality service |
| **2** | To support and provide pro-active advice to Head Teachers and Governing Bodies in relation to the HR policy, including leading on complex casework issues, completing the full process up to and including presenting to panel |
| **3** | To provide advice and guidance and support to Head Teachers and staff in relation to Terms and Conditions i.e. School Teachers Pay and Conditions, NJC and Soulbury |
| **4** | To keep abreast of legislative changes and developments and advise Head Teachers accordingly |
| **5** | To access and maintain the Oracle HR system and any additional electronic or manual information systems that may be required in order to provide accurate information, access to services, advice and support, and to interrogate such information and analyse and interpret the results |
| **6** | To advise and support Head Teachers in implementing and managing the consequences of organisational change e.g. restructures and TUPE |
| **7** | To design, produce and deliver strategic reports and presentations to Head Teachers, Governing Bodies and colleagues |
| **8** | To plan and facilitate consultation with the Trades Unions on proposals and changes, (e.g. providing advice at JOG meetings) to maintain good partnership working, and represent HR at Trade Union consultation meetings as required |
| **9** | To maintain a practical awareness and understanding of legislative requirements and external best practice in HR delivery and be able to advise managers on current and future provisions in detail |
| **10** | To contribute to the continuous development of HR policy and procedural framework |
| **11** | To facilitate and deliver management workshops on HR issues |
| **12** | To develop HR management information systems following detailed research and analysis and tailor complex reports to customer needs, (e.g., Head Teachers, Governing Bodies and trade unions) |
| **13** | To work effectively with other services and partners both internal and external, representing the council at regional working groups as required, developing and maintaining a network of internal and external contacts and sources of information |
| **14** | To deputise for the HR Management Team at meetings where required |
| **15** | To identify their own development needs and undertake relevant continuous professional development |
| **Date Job Description prepared/updated:** | **June 2021** |
| **Job Description prepared by:** | **Schools’ HR Manager** |



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| **Department** | **cHIEF EXECUTIVE’S** |
| **Job Title** | SCHOOLS’ HR ADVISER |
| **Stage One** | Disabled candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Able to understand, interpret and apply the HR Policy Framework. | Application Form/ Interview |
| 2. | An up to date knowledge of employment law | Application Form/Interview |
| 3. | Able to communicate clearly both verbally and in writing in order to persuade and influence within the HR service delivery. | Application Form/Presentation |
| 4. | Able to respond to and follow up requests for information using ICT appropriately | Interview |
| 5. | Able to plan and prioritise work, whilst retaining flexibility to change work plans to meet new requirements | Application Form/Interview |
| 6. | Able to form and maintain effective working relationships, within and outside of own team | Application Form/Interview |
| 7. | An understanding of the importance of consultation with the Trades Unions and the skills and protocols involved | Interview |
|  | Able to work on own initiative to respond to a variety of situations that can occur on a daily basis. | Application Form /Interview |
|  | An understanding of the Council’s key priorities and how these will impact on the management of people | Interview |
|  | Aware of and able to use a variety of tools to research and investigate issues including analysis of HRMI in order to provide HR solutions | Interview |
|  | To validate management proposals and provide HR advice as to the law, our policy framework and best practice | Application Form /Test |
| 10. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |

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| **2. Experience/Qualifications/Training etc** |
| 1. | Fully competent in Microsoft Office and experience of using HRMI | Interview |
| 2. | Experience of working in HR and delivering HR interventions e.g. full casework process, restructures, TUPE | Interview |
|  | CIPD qualified demonstrating appropriate CPD with management and extended HR Advisory experience | Application Form/Certificate/Interview |
|  | Experience of managing projects | Interview |
| **3. Work Related Circumstances** |
| 1. | Ability to work flexible hours including evenings and weekends, as and when required | Interview |
| 2. | This post has been designated an essential car user post as you will be required to travel to schools to meet the needs of the service. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy.  | Application Form/Interview/Driving Licence /Proof of Business Insurance |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | An understanding of the political structure within local government | Interview |
| 2. | Knowledge of local schoolteacher and government terms and conditions | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of working within a Schools HR environment | Interview |

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| **Date Person Specification prepared/updated** | **June 2021** |
| **Person Specification prepared by** | **Schools’ HR Manager** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





