



JOB DESCRIPTION

**Form
JD1**

	v.	Monitor and review workforce data in order to identify staffing risks and issues as well as opportunities for future improvement. Develop and review HR performance indicators in order to identify improvements and provide updates to SLTs and Governors on the extent to which requirements were met.
	vi.	Develop and ensure appropriate delivery of training and coaching programmes in <i>effective people management skills</i> for schools' middle and senior leaders
	vii.	Institute and maintain appropriate systems to ensure the effective and timely management of any performance concerns, disciplinary, grievance and bullying cases in line with policy, best practice and current legislation. This may include conducting investigations and chairing meetings directly where appropriate or supporting and coaching other managers to do so.
	viii.	<p>Ensure all staff absence cases are managed in a timely, effective and fair manner taking into account employment and equalities legislation. This will include ensuring appropriate systems are developed and maintained and that procedural return to work interviews & review meetings are conducted, Occupational Health referrals are made as appropriate & recommendations implemented and that any ill health dismissals are conducted fairly by appropriate managers.</p> <p>This will include training, supporting and coaching middle and senior managers and relevant Governors to carry out their role in this area in an effective and confident manner.</p>
	ix.	Monitor recruitment, induction and probation processes, including the completion of thorough training for all staff in up to date and relevant child safeguarding procedures. Providing coaching and support to managers as required.
	x.	Ensuring effective and appropriate systems are in place for managing the full range of HR and payroll administration.
	xi.	Support the management of the school's Human Resources budget on a day to day basis, maintaining in-house tracking systems.
	xii.	Manage service contracts related to Human Resources

3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>No direct reports but:</p> <ul style="list-style-type: none"> • Provision of training, coaching and support to line managers on HR management issues.
4.	<p>CREATIVITY & INNOVATION</p> <ul style="list-style-type: none"> • Subject to minimal supervision. • Will be required to deal with complex problems. • Problems/issues will not be straightforward requiring the analysis of the context, interpretation of information, considerations of the HR implications of the options and advice on the most appropriate course of action. • The job holder will develop and advise upon school HR procedures and interpret legal guidelines. • The job holder uses initiative in establishing working practices and proposing changes to existing working practices and/or processes for HR issues across the school and any other schools that buy into the service. • Will assess the detail of issues, develop a number of alternatives and decide which alternative to recommend to the manager/governor /employee. • Continually assessing work improving systems as necessary. • Ability to give advice and seek information from staff / managers / governors • Publicise and market the school and the HR Advisory Service, build business partnerships.
5.	<p>CONTACTS & RELATIONSHIPS</p> <ul style="list-style-type: none"> • Work with the SLT and Governing Body, to challenge existing practice and gain commitment to change. • Daily contact with senior managers, Governors and Headteachers of any school buying into this HR Service, giving support, advice and guidance on HR matters, some of which will be complex, contentious and sensitive. The post holder will build relationships with Headteachers and Governing bodies so that they have every confidence in the advice. • Reporting to Governing Bodies on the evaluation of the impact on their School of HR issues, recommending appropriate action. • Advising Headteachers and Governing Bodies regarding HR policy when they negotiate with trades unions on matters relating to changing ways of working. • With HR colleagues in the business centre requesting, workforce information and /or keeping officers abreast

	<p>of a developing situation, e.g. restructure. The speedy flow of information will ensure employees paid correctly and reduce overpayments.</p> <p>External</p> <ul style="list-style-type: none"> • Frequent contact with relevant officers of the Local Authority (HR, Finance, Governance Services) to ensure all statutory requirements regarding the employment and management of staff, are met. • Regional and Local Trades Unions for consultation and negotiation purposes when revising policies, procedures and working practices as well as on specific HR casework • Safe guarding of children external agencies regarding disciplinary and child protection issues. • Occupational Health services, Payroll specialist services etc. Regarding management of contracts for HR related services with these external providers.
<p>6.</p>	<p>DECISIONS – discretion & consequences</p> <ul style="list-style-type: none"> • The job holder needs to decide upon the most appropriate HR advice for any given situation. This decision will be based on HR knowledge and experience and also knowledge of schools’ context in relation to the Local Authority. • Heads and Governors are able to make well informed decisions based on the advice which affects the employees delivering services in their schools. • Respond timely, positively and confidently to requests from Headteachers, Senior Leaders and Governors, assured that the advice is correct for the given situation. • Consequences – inappropriate advice could lead to detrimental employee relations, employment tribunal claims and consequential financial and reputational risk.
<p>7.</p>	<p>RESOURCES – financial & equipment <i>(Not budget, and <u>not</u> including desktop equipment.)</i></p> <p>Description (Value)</p> <ul style="list-style-type: none"> • Normal Office Equipment.

<p>8.</p>	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work Demands</p> <ul style="list-style-type: none"> • Workload is dictated by the Schools using the services of the post holder, which may vary. Within this context the post holder can largely plan their own work, but this still will be subject to interruption they will have to deal with frequent conflicting demands, changing deadlines and priorities. <p>Physical Demands,</p> <ul style="list-style-type: none"> • This role is largely office bound but sometimes involves moving around the school premises. • May be some requirement to work on other school premises and carry out occasional staff home visits. <p>Working Conditions</p> <ul style="list-style-type: none"> • No unpleasant working conditions. Normal office environment. <p>Work Context</p> <ul style="list-style-type: none"> • There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses. • Occasional hostile reaction and unpleasantness, dealing with employees in difficult situations.
<p>9.</p>	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • Chartered Member of the Chartered Institute of Personnel and Development (CIPD) or equivalent demonstrable experience. • Educated to degree level or equivalent with demonstrable ability to challenge, debate and present arguments at a strategic level. • In depth knowledge, understanding and practical application of legislation affecting employee relations, with continuous professional development to keep abreast of legislative changes and issues affecting local government. • The jobholder needs to have had substantial experience of HR management at a senior level, implementing policies and procedures, within a unionised environment. • Ability to analyse information and data and make sound, rational decisions; offering the most appropriate HR strategy to meet the needs of the situation. • Ability to bring complex problems to a timely and satisfactory conclusion. • Ability to lead and implement change, positively, to ensure the continuous development and improvement of the HR function.

	<ul style="list-style-type: none"> • Problem solving and analytical skills. • Excellent oral and written communication skills, able to use a range of different presentation skills for communicating complex HR issues and advice on a one to one basis or to larger groups. • Ability to work under pressure to deadlines and monitor and prioritise own work. • Ability to input, interpret and present data. • Requires persuasive influencing skills for dealing with staff, governors, unions and external clients. • Tact, diplomacy and initiative. • Ability to train and induct staff in HR policies and procedures • Ability to give clear, accurate advice. • Understanding of child protection issues. • Experience of implementing change initiatives. • Able to develop and sustain personal relationships with a wide range of individuals and groups.
<p>10.</p>	<p>Position of Job in Organisation Structure</p> <pre> graph TD A[Job Reports to: Headteacher] --- B[THIS JOB HR Manager] A --- C[Other jobs at this level:] B --- D[None] </pre>