



## Job Description

### Strategic Business Unit Human Resources Division

<b>Post Title</b>	<b>Human Resources Advisor (Schools)</b>		
<b>Post Number</b>	<b>BG08707</b>	<b>Grade</b>	<b>Scale 7</b>
<b>Base</b>	<b>Civic Centre, Ebbw Vale</b>	<b>Hours of Work</b>	<b>37hrs per week</b>
<b>Car User Allowance</b>	<b>Approved Casual</b>	<b>Disclosure</b>	<b>None</b>
<b>Contact</b>	<b>Senior HR Business Partner</b>	<b>Updated</b>	<b>June 2013</b>

#### Principal Job Purpose

**Responsible to:** Senior HR Business Partner

**Responsible for:** Providing guidance and advice to headteachers and managers of schools, including Governors. This will be across the full range of HR activity with a focus on supporting headteachers and governors to effectively manage human resources and for governors to fulfil their relevant responsibilities and compliance with policy and legislation.

Contributing to the development and implementation of H.R. strategic projects and policies aligned to key service delivery needs and corporate and directorate objectives.

#### Principal Accountabilities

1. To provide an advisory and interpretation service to all school-based employees and governors.
2. To advise and support head teachers on the implementation of all HR policies and procedures including disciplinary, grievance, redundancy, capability, absence management and work life balance.

3. To advise head teachers/school managers on complex and sensitive matters and determine in partnership the best course of action to address those individual circumstances.
4. To advise management and Trade Unions on employee relations, disputes and grievances.
5. To advise upon investigations relating to disciplinary and grievances including the presentation of findings as appropriate in relation to School Policies and where necessary with reference to child protection protocols..
6. To contribute to and where specifically required to take a lead on the formulation of school-based policies, negotiations, adoption and revision in consultation with the trade unions.
7. To design, deliver or commission training on relevant matters relating to school policy and HR practice for school staff.
8. To represent the Division at corporate working groups, internal and external forums and meetings, as and when required.
9. To develop and support recruitment and appointment arrangements to ensure an effective and improving service to school and to act as the HR representative at head teacher and deputy head teacher recruitment meetings, as appropriate.
10. To contribute to improvements in the administration and control of contracts for school based employees.
11. To ensure effective systems are in place for the collection of Performance data and to continually review work practices and performance standards ensuring the most efficient and effective delivery of service.
12. To meet with the relevant head teacher and/or individuals in follow up interviews for those with criminal records to investigate the nature of the offence and decide the appropriateness of appointment in line with DBS guidelines.
13. To contribute to the collection and provision of statistical and data returns including statutory obligations are complied with for Teachers Pension Return, Welsh Government, General Teaching Council for Wales and Disclosure and Barring Service.
14. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
- 15.** To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
- 16.** To undertake any other duties as directed by the Head of Human Resources

## 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
CIPD qualification or working towards (final stages), or equivalent.	Essential	✓			
Proven experience in Human Resources, working with managers to ensure effective Human Resource Management and an ability to demonstrate a working knowledge of HR policies and procedures to include: <ul style="list-style-type: none"> <li>Recruitment and selection</li> <li>Attendance Management</li> <li>Dispute resolution including discipline and grievance.</li> <li>Termination procedures.</li> </ul>	Essential	✓	✓	Test	✓
A knowledge of employment legislation and its application.	Essential		✓		
Proven experience of providing HR advice to schools and the management of HR issues within an Education service environment.	Essential	✓	✓	Test	✓
Liaison between Headteachers / Managers / Governors and Trade Unions in HR matters	Essential	✓	✓	Test	✓
Experience of undertaking or the management of transactional HR for schools	Essential	✓	✓	Test	✓
<b>Knowledge/Skills</b>					
Takes a methodical approach to work, prioritises tasks effectively, and consistently meets deadlines in order to provide an excellent service.	Essential	✓			
Computer literate with experience of Microsoft Office.	Essential	✓			✓
Well developed analytical and organisational skills.	Essential	✓	✓		✓
Development, organisation, preparation and delivery of personnel training to central and school based staff and Governors;	Desirable	✓	✓		
The formulation of policies specific to schools HR issues.	Desirable	✓	✓		
Management of change	Desirable	✓	✓		

## 2. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
The need to be flexible in working hours, due to some evening meetings,	Essential		✓		
Full driving licence and access to a vehicle for working purposes.	Essential	✓			

<b>Other experience</b>					
An understanding of the relationship between schools/governing bodies and the Local Authority	Essential		✓		
An understanding of the Pension processes for Teaching Staff	Essential		✓		
Experience of report writing, policy development and implementation.	Desirable		✓		
Knowledge and understanding of job evaluation frameworks and processes as they apply to schools	Desirable		✓		
Full and up to date knowledge of HR best practice and complex employment legislation	Desirable		✓		
Ability to mediate in difficult situations	Desirable		✓		

<b>2. Special Requirements</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
The need to be flexible in working hours, due to some evening meetings and having the availability to travel across the County Borough Schools	Essential	✓			

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

<b>Assessment Method</b>					
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others		✓		

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results		✓		✓
	Understands that changes are needed if things are to be improved		✓		✓
	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge		✓		✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions		✓		✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others	✓	✓		✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation		✓		✓