



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	HR Adviser School's Team		
GRADE: JOB CODE:	G7 – term time plus 10 days CG09HRASG7 JE Checked 29/07/2021	SERVICE AREA:	Human Resources – Schools Team
REPORTS TO:	HR Manager - Schools	LOCATION:	Civic Centre Walsall
SPECIAL CONDITIONS:	<p>The working hours are 37 hours per week, 5 days per week (Monday to Friday) term-time (plus 10 days. Some evening work will be required).</p> <p>Walsall Council is committed to supporting applications for flexible working from individual staff members. This might include job sharing opportunities and flexible start and finish times. Applications for part time working will be considered based on the department's ability to deliver efficient customer service and coverage of key roles within business hours. Applications will be considered on a case by case basis.</p> <p>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</p>		

1. Main purpose of the job role:

- As a member of a team providing advice to Head teachers and Principals, to provide guidance and support to all levels of management on the implementation of HR policies and procedures, particularly sickness.
- To contribute to the development and improvement of the operational HR advice and support service.

2. Role specific duties and accountabilities:

- Provide advice, guidance and support to all levels of management in relation to the application of HR policies and procedures specifically sickness matters and also including disciplinary matters, grievances, attendance, performance management, redundancy, TUPE transfers and change management. Such support includes direct involvement with employees and attendance at formal hearings as required.
- Proactively ensure that high levels of customer service are maintained and that services/outcomes are delivered in a timely, cost effective and value for money way, working collaboratively with HR.
- To develop and deliver training on the sickness policy to the whole School/Academy and senior management.
- To progress ill health cases including confidential referrals to occupational health, interpreting reports and develop solutions to enable staff to return to work.

- Support Head teachers/Principals in implementing the Sickness Absence Procedure in order to minimise short term absence, including some data analysis of whole school sickness cases.
- To produce and interpret routine HR data and report in support of their duties.
- Processing ill health retirement applications including liaison with the pension office.
- Produce Statement of Cases and support Head teachers /Principals with their presentation at Governors meetings.
- Undertake visits to employees during their absence to which may be at their home address.
- To Clerk consultation and other formal meetings i.e. Joint Negotiating Committee for Schools and Academies.
- To assist in the development and revision of policies and procedures.
- To support employees with re-deployment within the school/academy setting.
- To undertake other duties within the post holder's competence or otherwise appropriate to the grade of the post.
- The nature of this post is such that there will be a requirement to visit other locations in the course of their duties and therefore a casual car users allowance will be applicable.
- Comply with procedures to include, data protection, financial, health and safety and Equality

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE HR Adviser - Schools Team		GRADE G7: term time plus 10 days	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>			
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		I	3
Abilities/Skills: (refer to JE guidance document)			
Demonstrate an in depth understanding of the range and application of HR policies and procedures to support organisational and HR corporate and local objectives		A/I	3
Demonstrate an understanding of Employment Law		A/I	2
Demonstrate an in depth commitment to Equal Opportunities & Health & Safety		I	3
Demonstrate the ability to deliver effective communication / presentations with all levels of staff		A/I	3
Demonstrate a working knowledge of the key challenges currently facing Human Resources		A/I	2
Demonstrate an ability to operate as a member of the wider HR service and contribute to the delivery of all key outcomes for HR		A/I	3
Demonstrate a commitment to personal development and updating of technical and professional knowledge		A/I	2
Demonstrate sound ability to work to specified service and delivery standards within given timescales		A/I	3
Demonstrate a commitment to providing an excellent customer service		I	3
Possess knowledge of HR procedures and there application to ensure that consistent and correct information and advice is given at all times		I	3

To be able to undertake a pro-active role ensuring full contribution to team approach, good communication within the team whilst providing cover and support for colleagues			I	3
Demonstrate excellent interpersonal and communication skills including influencing skills			A/I	3
Demonstrate experience in working within a unionised environment			A/I	2
Demonstrate well developed skills in Microsoft Office applications, including Word, Excel, PowerPoint etc.			A/I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.				
Demonstrate a commitment to partnership working			I	2
Experience of Human Resources Employee Relations within a complex environment			A/I	2
Experience of working in a school setting			A/I	1
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
GCSE (or equivalent) at Grade C or above in English and Maths			A	
CIPD level 5 (or equivalent) or substantial experience in a relevant setting			A/I	3
Other Essential Requirements				
Awareness of, and commitment to, confidentiality and handling data			I	3
NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post				
Prepared by:	Kerry Smith	Date:	June 2022	