

JOB DESCRIPTION

JOB TITLE	Assistant HR Officer - Schools (Traineeship)
GRADE	Band G
REPORTING TO	HR Manager – ER and Schools
JD REF	

PURPOSE

Provide professional advice and guidance to Headteachers, Deputy Headteachers, school administrators, and school governors in relation to Human Resources (HR) policies and procedures and support HR related projects that enable schools and the Council deliver their services.

This role, together with the generic duties and Employee Relations duties outlined below will specifically focus on supporting Wirral Schools deliver high quality education and the Council deliver its statutory requirements to primary, secondary and special schools in the Wirral.

This role is based in the Schools ER Team, but the successful applicant may be asked to support any team within HR & OD during their employment.

MAIN DUTIES AND RESPONSIBILITIES

Generic duties across all HR teams

- Deliver a high-quality proactive customer focused service, in line with agreed performance indicators, and the Service Level Agreements in place.
- Ensure all HR/casework systems are maintained accurately and efficiently.
- Provide advice and guidance on terms and conditions of employment.
- Produce HR management information from various sources to identify trends and issues.
- Support a range of HR projects.
- Support the research, development and implementation of new policies, procedures and processes.
- Promote consistent operation of corporate standards across the Council in relation to HR & OD activities.
- Represent HR on corporate internal/external projects, attending meetings as required.
- Deliver relevant training to managers and supervisors as and when required.
- Undertake relevant professional training/development and other learning activities as required.

Schools HR Consultancy Team

- Provide advice to school leaders in relation to straightforward employee relations cases in accordance with policy and legislation (eg, attendance management).
- Work with school leaders and Trade Unions to resolve individual HR issues.
- To support senior HR colleagues in the delivery of schools' strategic priorities (eg. Redundancy 1-1s).
- Undertake Job Evaluations using relevant schemes and provide advice and guidance on any subsequent pay and grading issues.

If required, you may be asked to undertake the following:

HR Operations Team

- Support the HR Business Partner to deliver strategic Directorate HR priorities, including maintaining and monitoring 'posts and people'.
- Provide advice and support to Managers, in implementing and managing organisational change, including restructures, job role design and movement of employees.
- Facilitate the placement of authorised agency workers.
- Process and countersign DBS applications to ensure correct completion.

Recruitment Team

- Support the Recruitment & Resourcing Manager with the development of recruitment practice and ensure the operation of the process is effective, timely and efficient to meet the Council's needs.
- Work with the HR Business Partner and managers to identify appropriate resourcing requirements and implement the most effective solution to meet the business requirement.
- Provide advice and support to managers and employees on the redeployment of talent within the organisation.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

BAND G - ESSENTIAL

Qualifications:

- Working towards Level 3 CIPD qualification.

Knowledge & Skills:

- Ability to understand and interpret HR procedures and practice (including best practice).
- A good understanding of current and changing employment legislation.
- Effective interpersonal skills and ability to build positive working relationships.
- The ability to understand and interpret various terms and conditions of service.
- A good understanding of GDPR requirements in relation to HR practice.
- Ability to plan and prioritise work, whilst remaining flexible to changing demands.
- Good written and verbal communication skills.



- Ability to use HR system(s) to access and maintain data.

Experience:

- Experience of working in a human resources environment.
- Experience of providing advice to managers on non-complex HR issues to ensure effective resolution. Experience of contributing to the revision and introduction of new HR policies and procedures.
- Experience of HR projects / programmes and implementing new initiatives.
- Experience of working with external agencies and partner organisations.
- Experience of producing HR statistical reports for senior managers.
- Experience of co-ordinating and supporting HR projects, training and events.

BAND G - DESIRABLE

Qualifications:

- Level 3 CIPD qualification.

Knowledge & Skills:

- Understanding of the Council's HR policies and procedures.
- A good understanding of the current issues impacting on the HR function.
- Ability to research, analyse and reason logically to produce options / outcomes.
- Able to produce reports for various audiences.

Experience:

- Experience of developing / delivering training on HR related issues to operational managers.
- Experience of liaising with external organisations in relation to HR issues
- Experience of contributing to and writing reports for various committees and management teams
- Experience of working in an HR helpdesk environment.

TRAINEESHIP - ESSENTIAL

Qualifications:

- Complete a CIPD qualification as part of the traineeship.

Knowledge & Skills:

- An understanding and willingness to develop a deeper knowledge of HR related policies, procedures and associated employment legislation.
- Ability to maintain and develop systems to support statistical reporting and management information.
- Ability to confidently build effective working relationships with a variety of senior stakeholders.

Experience



- Experience of supporting and co-ordinating projects, training and events.

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough, able to work outside traditional hours (of a weekend and evening as required), adopting an agile working approach in response to business requirements.

DATE OF APPROVAL: MAY 2023.

APPROVED BY: TONY WILLIAMS, ASSISTANT DIRECTOR OF HUMAN RESOURCES ORGANISATIONAL DEVELOPMENT.

