

Northumberland County Council
JOB DESCRIPTION

Post Title: Lead HR Adviser – Education Special Projects		Service: School Organisation and Resources (SORT)		Office Use JE Ref: 4184
Band: 9		Workplace: County Hall, Morpeth/Agile		
Responsible to: Head of School Organisation and Resources		Date: February 2019	Manager Level:	
Job Purpose: Provides highly specialist HR advice regarding all aspects of HR. Investigates and advises on complex employment/HR issues relating to large scale school re-organisation projects.				
Resources	Staff	Provide advice to headteachers, managers and governors on a wide range of HR issues. Draft policies, procedures and guidelines as appropriate, included influencing trade unions where necessary.		
	Finance	Contribute to efficient and effective implementation of multi-million pound school re-organisation projects.		
	Physical	Maintain and operate key HR/OD interventions		
	Clients	Ensure compliance with relevant legislation, developing and ensuring that council policies and procedures reflect legislation and best practice. Headteachers, managers, governors and staff in schools – ensuring compliance with relevant and best practice.		
Duties and key result areas:				
<div>1. To ensure the provision of innovative HR advice which contribute to the operational delivery and strategic direction of school re-organisation projects enabling the achievement of major education re-organisation projects, thereby adding value that results in excellent services to the population of Northumberland and the overall delivery of organisational objectives.</div> <div>2. To ensure the provision of an integrated, efficient and effective HR Management service to all headteachers within school re-organisation projects.</div> <div>3. Lead on and participate in Trade Union formal and informal consultations, including school re-organisation, redundancies and TUPE. Assist with direct consultations and negotiations on collective issues affecting all schools. Promote good relationships with the Trade Unions.</div> <div>4. To advise headteachers, Head of Service and staff by interpreting HR policies and procedures, current legislation, case law and codes of practice ensuring that good employment practices are maintained and legal obligations uphold. This requires assessing complex situations to recommend options open to managers.</div> <div>5. Lead on the provision to provide the Head of Service, project manager, headteachers, managers, governors and employees on the interpretation and implementation of Human Resources’ policies and procedures, employment legislation, codes of practice and national and local conditions of service for relevant employee groups. Provide professional advice on all general aspects of good HR practices, liaising where necessary with other specialist officers within, and outside of Children’s Services.</div> <div>6. To provide advice and guidance to headteachers in carrying out redundancy, grievance and redeployment including HR panel advice at internal hearings up to and including dismissals and employment tribunals.</div> <div>7. Act as lead HR Project Manager for a designated group of schools to ensure the effective implementation of school re-organisation projects, also ensuring that headteachers and governors are provided with an integrated and seamless HR support. Liaise with colleagues in Employee Services to ensure that the required level and type of HR transactional support is delivered.</div> <div>8. Develop and deliver both formal (teaching in a classroom to groups of staff/and in a virtual setting) and informal training (usually 1:1 in the workplace or smaller groups such as managers meetings) in HR policies and procedures.</div> <div>9. Conduct briefings to large groups of staff on HR issues e.g. change management, induction, workforce planning etc.</div> <div>10. To promote concepts of equality of opportunity and management of diversity, ensuring that HR practices are transparent and non-discriminatory.</div> <div>11. To deputise for the Head of Service as required.</div> <div>12. To present formal management reports (verbal, written and in presentation format) to a wide audience including (staff, members, committees, schools and the public).</div> <div>13. Ensure workforce information is used appropriately to support management decisions (e.g. sickness absence, turnover, vacancy rates etc) within a dedicated service portfolio.</div> <div>14. To support HR/OD projects which support the overall organisational efficiency programme of Northumberland County Council.</div>				

15. Develop and maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures
16. Provide support and advice to relevant officers across the Council in developing and implementing effective development programmes and supporting managers to embrace an ethos of developing people.
17. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of strategic organisational development interventions within deadlines
18. Where necessary, manage allocated staff, ensuring that all aspects of supervision, workload allocation, monitoring of work standards, motivation and personal development of staff are properly addressed.
19. Actively promote and represent the interests of the County Council in relation to service activities and policies at local, regional and national level, as appropriate.
20. Attend and contribute to relevant committees, meetings, seminars and participate in task groups as required.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.
Transport requirements:	Will involve travel to schools, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours. Possible attendance at evening meetings.
Working conditions:	Mainly indoors

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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
Postgraduate Diploma in Human Resources or equivalent demonstrable portfolio of experience. Professional qualification e.g. chartership of CIPD or equivalent appropriate professional qualification Knowledge of relevant policies, procedures, trends, developments and best practice in workforce information and planning. Evidence of continued professional development (CPD).	Workforce Planning Qualification	A/I/R
Experience		
Highly developed specialist knowledge of employment legislation, good HR practice and policies and procedures gained via significant previous experience of working in an HR environment. Evidence of designing, implementing and evaluation of HR policies and procedures Experience of using and developing complex workforce information systems. Experience in developing and maintaining excellent collaborative relationships with all relevant internal and external stakeholders	Previous HR experience within the public sector/education setting.	A/I/R/T/P
Skills and competencies		
Ability to schedule and organise own time and work independently with minimal supervision Ability to plan and organise a broad range of complex activities Excellent communication and interpersonal skills including negotiation and influencing skills Sound knowledge of workforce planning methods and processes. The ability to deliver an innovative workforce information and planning to support the delivery of major education re-organisation projects. Is an effective advocate for the service and organisation both internally and externally. Maintains a professional demeanour in stressful and difficult situations. Good negotiation and communication skills and able to persuade others to adopt an alternative point of view. Ability to recognise potential people management problems, develop options for their resolution and support managers to deliver pragmatic solutions with risks identified at a senior level.		I/R/T
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Pragmatic approach to deal with complex, difficult and emotional situations. Contact with staff/public/clients in dispute with the County Council/Schools. Tenacity and resilience.		I/R/Q
Motivation		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Commitment to the values of the HR function and to professional development of self and others. Commitment to team and team members, demonstrating strong leadership and team building qualities with a responsive style. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued.		I/R/Q

Proactive and achievement orientated Works with little direct supervision.		
Other		
Able to meet the transport requirements of the post		
Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits		