

Job Description

Management Group: Grouping: Finance & Corporate

Team: Schools HR

Job Title: Senior Schools HR Advisor

Reports to: Head of Schools HR and Governor Services

Purpose of the job

To provide an expert and proactive professional HR Advisory service to Members, School Governors/Trustees, Managers, Head Teachers and employees on all matters relating to human resource management that supports the delivery of service objectives.

To lead and contribute to the development and implementation of schools' strategies, plans that support the effective management and deployment of the School's employees.

Principle accountabilities

Implementation

To contribute to the development of strategies, policies and plans relating to the school's workforce that enables the delivery of excellent services by the school through its employees.

To contribute to regularly reviewing, monitoring and updating HR policies and procedures that ensures continuous improvement in the performance of the school's workforce.

To contribute to the planning and delivery of advice and business services so that first class HR support is provided to school leadership teams

To provide guidance and support on major professional issues as necessary to other HR staff in order to improve and maintain professional and technical competence in the department.

To translate HR policies into workable and affordable solutions to complex HR management issues and to assist leaders in schools in applying best practice to the management and resolution of HR issues and problems.

To deliver HR services that anticipate the needs of service clients and promote initiatives and actions that will maximise the potential and performance of employees.

To participate in school meetings and project teams in order to ensure that HR implications of service delivery and development proposals are fully considered and taken into account.

To initiate and implement all necessary actions to ensure that the Schools HR policies and procedures are consistently applied to agreed service standards.

To participate in working groups and project teams in respect of policy development, development of HR services and other projects as required.

Organisational Control and Development

To assist the Head of the Head of Schools HR and Governor Services in keeping under review and developing the functions, structures, procedures and working practices of the team. To maximise the use of new technology in ensuring the efficient and effective delivery of HR services to agreed standards.

Staff Management and Development

To assist with the recruitment, appraisal and development of staff within the team to promote a high level of HR competence which meets service needs and provide equality of opportunity for all employees.

Personal Effectiveness

To present timely, relevant advice and information to school governors, trustees, managers and employees on major and sensitive issues. To handle all matters promptly requiring the post holder's personal attention.

To be fully conversant with relevant statutory provisions, the school's constitution, processes and procedures in order to develop the full range of managerial professional skills and knowledge necessary to satisfy the requirements of the post and achieve customer satisfaction.

To identify, assess and respond appropriately to the risks associated with HR decisions in order to eliminate or minimise the financial and dysfunctional consequences of the actions of managers and their employees.

Supervisory responsibilities

The post-holder will have permanent staff to supervise. As well as being responsible for supporting and developing more junior staff to meet the requirements of the service.

Depending on work priorities and individual competences , post-holders will be required to assist from time to time with work at an appropriate level in any of the roles described.

Person Specification

Management Grouping: Finance & Customer Services

Department: Schools HR

Job title: Senior Schools HR Advisor

SELECTION CRITERIA	Bexley17 (E/D)	METHOD OF ASSESSMENT (see key)
(a) <u>Education and Formal Training</u> MCIPD (by exam or CPD) or Management/business qualification i.e., DMS/HND Business Studies Degree or equivalent Attendance at recent employment law training events	D D E	A/I A/I A/I
(b) <u>Relevant Technical Experience and Knowledge</u> Experience and evidence of recent achievement in assisting the provision of advice to senior managers and their teams on a range of complex HR issues ideally within a local government setting. Specifically: • Employee and trade union relations • Employee communication • Organisational change • People management processes • Management of Employment Tribunal proceedings and other contentious issues Evidence of achievement in developing HR policies and procedures. Understanding of the implications of working in a political environment. Recent experience of providing technical HR advice to Council Members/School Governors or equivalent level within an organisation on complex HR issues.	E E E E D D E E	A/I/AT A/I/AT A/I/AT A/I/AT A/I A/I A/I/AT A/I/AT

KEY:

I = Interview A = Application Form AT = Ability Test

Applicants will be assessed against these criteria and the following high performance indicators throughout the recruitment process.

High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
Innovation	I respond flexibly and adapt to changing demands I am prepared to take managed risks to achieve better outcomes I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo	I routinely look for innovative and cost-effective ways to improve performance and customer service I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future I take calculated risks based on available evidence and my professional judgement to learn and try new things
Leadership	I demonstrate a clear sense of purpose and direction, in line with organisational objectives I am willing to take difficult decisions My personal actions promote a positive image of Bexley	I take responsibility for my service and for making things happen to make a difference to my service users I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work I inspire, lead and encourage staff to move forward
Collaboration	I show respect for others and value contributions from internal and external partners and customers I recognise the right solution, regardless of who initiated it I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver	I encourage the feeling that the team is a collective unit with shared goals I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council I network internally and externally
Listening and Responding	I acknowledge other people's viewpoints and work with them to find a win-win solution	I seek regular service user feedback and review customer data to shape service improvements

	I prepare and present information anticipating questions and problems I adapt my style to the audience and their needs, using the most appropriate communication channels	I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them I empower staff to make decisions and changes to improve value for money, customer service and productivity
Open and Accessible	I see issues from the customer / user perspective I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs I seek to build and maintain positive relationships with customers and partners	I am accessible to my service users, customers, staff and Members I communicate and share a clear vision for the bigger picture as well as specific service areas I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations
Impact	I prioritise my activities and resources to focus on those which have the most impact for residents I take responsibility for making things happen and achieving my objectives I make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence	I design services that provide value for money and deliver our outcomes, informed by evidence I produce, prioritise and adapt plans to meet changing requirements I set interim goals to achieve notable wins on the way to larger objectives I deal with poor performance