

Job Description Human Resources Manager (Schools)

Service:	Human Resources	Team:	Schools HR Team
Location:	County Hall, Preston		
Salary	£39,571 - £44,624 per annum	Grade:	10
Reports to:	Head of Schools HR Team	Staff responsible for:	None

Job Purpose

To deliver the service offer of the Schools HR Team traded service, through the provision of high quality HR advice, predominantly in the allocated geographic area, to undertake complex casework, policy development work and deliver training to schools. To identify and implement people management solutions that enable and support continuous improvement.

Accountabilities/Responsibilities

1. To provide professional and responsive HR advice and support with serious and complex employment matters e.g. employee performance, conduct (including safeguarding matters), capability, attendance, dismissal, disputes, restructures, redundancy, transfers (including TUPE), organisational change and workforce planning
2. To provide advice, guidance and challenge to headteachers on restructures and re-organisations design, including formal job evaluation
3. To build and develop effective partnerships and customer relationships
4. To attend meetings of governing bodies to act as an adviser in relation to Human Resources matters, and to represent the service at Employment Tribunal hearings, as required
5. To support schools in carrying out investigations, as required
6. To promote productive employee relations through effective consultation and negotiation, including attendance at consultative groups, as appropriate
7. To provide training and development to Headteachers, Governors and managers, as appropriate
8. To undertake the review, development and implementation of HR policies, procedures and guidance as part of the Schools HR Team annual policy review schedule and/or ad hoc, as required, including the updating and maintenance of HR web content
9. To contribute to the development and delivery of the Schools HR Team service offer, to ensure continuous improvement and identifying new business opportunities as they arise
10. To contribute to the provision of performance data and indicators to monitor the performance of the team
11. To develop and motivate colleagues within the team, as required

12. To undertake, where required, other responsibilities and duties related to all areas of business, on behalf of the council, where this is commensurate with the grade of the post. This may entail working from other locations

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification Human Resources Manager (Schools)

All the following requirements are essential unless otherwise indicated by *

Qualifications
<ol style="list-style-type: none"> 1. CIPD or equivalent recent professional HR experience 2. Evidence of, and ongoing commitment to, continuing professional and personal development
Experience
<ol style="list-style-type: none"> 3. Experience of providing advice and flexible resolutions to a wide range of complex HR issues through to successful outcomes 4. Working with trade unions and employee representatives 5. Designing and delivering HR-related training and development for managers 6. Developing HR and employment related policies, procedures and/or guidance 7. Advising on organisational change activities
Essential knowledge, skills & abilities
<ol style="list-style-type: none"> 8. Analytical and problem solving skills, including the ability to soundly evaluate options before implementing solutions 9. Ability to build and maintain effective relationships with internal and external customers and partners 10. Well developed ability to communicate in an effective, rational way, defend decisions taken and take responsibility for advice given 11. Ability to work within a commercially aware, business/customer focused environment 12. Persuading, influencing, conflict resolution and negotiation skills with a developed sense of emotional intelligence 13. Sound knowledge of effective people management practices and processes with up to date employment law/professional knowledge 14. Ability to display resilience, energy, reliability and composure often under pressure 15. Professional approach and positive attitude, with a flexible and well organised approach to workload and managing conflicting priorities 16. Knowledge of local/national issues affecting the management of schools and the conditions of service of school teachers* 17. Ability to work as part of an effective team to deliver the traded service offer

18. Ability to interpret and present, in writing and orally, management information on key HR performance indicators.

Other essential requirements

19. Commitment to equality and diversity

20. Commitment to health and safety

21. Display the LCC values and behaviours at all times and actively promote them in others

22. This is an essential car user post.

You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.

23. Flexibility to attend meetings outside of normal office hours, including governing body meetings