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| Schools HR Consultant  JE Code: JE2326  **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** | |
| **Service** | Human Resources |
| **Reports to:** | HR Business Partner – Children’s Services, Schools & Public Health |
| **Job Family** | Professional &Technical |
| **Grade:** | I |
| **Political restricted** | N |
| **Date:**  **JE Code:** | October 2023  JE2326 |

**Key Deliverables**

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| **1.** | **Relationship Management**  To develop positive working relationships with key stakeholders, including Head Teachers, School Business Managers, Senior Leaders within Children Services, Trade Unions, School Governors, and external HR Providers to promote collaboration and improved communication.  Supporting the HRBP at school performance boards, school forums, and quadrant meetings to inform, educate and advise on Human Resources matters and advising Head Teachers of statutory obligations and roles and responsibilities. |
| **2.** | **Annual Audits**  To support the HRBP to create and implement a cycle of audits within schools to ensure compliance on employment legislation, pay policy, job evaluation etc and identify areas where the school could improve efficiency. Prepare reports on the outcome of the audits, identifying any risk and trends for Head Teachers, school business managers and senior management. |
| **3.** | **Employee Relations and Representation**  To represent Milton Keynes Council as the employer in maintained schools and advise Head Teachers/Senior Leadership Teams/Business Managers at employee hearings and represent the LA at internal appeals against dismissal. Quality checking any dismissal letter for schools on behalf of MKCC  Managing sensitive casework and providing expert support, guidance and coaching to Schools and the wider organisation, to enable practical resolutions of HR issues, and to provide professional HR advice on the Council’s employment policies, employment law and codes of conduct to ensure that the decisions taken achieve the Council’s objectives in a cost effective and a policy/ legally compliant way ensuring appropriate records are kept for case management purposes. |
| **4.** | **Job Evaluation**  Undertake job evaluation and analysis of School based posts to facilitate consistency of application and compliance with Milton Keynes Council policies and standards.  To manage local consultation and negotiations with Trade Unions/Employee Representatives to achieve the Council aims in the spirit of good employee relations. To play an active part to develop and maintain healthy relationships with key parties on both the management and trade union sides to build mutual trust and respect. |
| **5.** | **Learning & Development**  To develop and deliver training programs in all aspects of Human Resources to ensure that schools and new managers are trained and that standards are continuously improved for the Council.  To support the L.A with new teacher induction and signposting Head Teachers to support. |
| **6.** | **Policy Review & Development**  To support the HRBP on the development, review and implementation of school and corporate employment policies to reflect changes in employment law and best practice and deliver briefings and/ or training on the policy application in order to build people management capability and enhance overall performance across schools and the organisation.  To ensure contracts of employment, template letters and policies are accessible to schools and are kept up to date with changes in employment law, teachers & NJC terms and conditions and annual pay reviews. |
| **7.** | **Transformation and business improvement**  To support organisational efficiency and effectiveness initiatives across HR including transformation, organisational structure, workforce planning and performance. Representing HR Advisory in cross cutting, organisation wide innovative work streams and organisational design pieces, drawing on technical expertise and professional judgement to inform and shape. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | CIPD qualified to current Level 7 and MCIPD or demonstrable Continuous Professional Development in HR and demonstrable Employment law knowledge. |
| **2.** | Significant knowledge of employment legislation and best practice affecting employment including Employment Rights Act, The Equality Act, Transfer of undertakings, Trade Union & Labour Relations Act and ACAS code of practices. |
| **3.** | Desirable - experience of working in education sector or local government environment together with knowledge of teacher’s terms and conditions and pay. |
| **4.** | Experience of operating in a large, complex and unionised organisation. |
| **5.** | Excellent interpersonal skills including clear communication, ability to form relationships and influence key stakeholders. |
| **6.** | Ability to work on own initiative, manage conflicting priorities to meet key deadlines. |
| **7.** | Significant experience of leading complex employee relations issues through to appeal stages identifying and maintaining levels of risk. Experience of organisational change (restructures and TUPE transfers) and working with a variety of unions. |
| **8.** | Ability to analyse and evaluate complex issues and information and foresee important implications, taking decisive and effective action using considered judgement. |
| **9.** | Demonstrate strong teamworking behaviours and ability to work across multiple disciplined teams. |
| **10.** | Significant experience of managing complex employee relations cases through to appeal stages, experience of working. |
| **11.** | Able to travel across Milton Keynes, attending schools to support stakeholders and occasional evening meetings. |

Job Family 

Professional/Technical

Grade I



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| **Colleagues expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

### Role characteristics

At this level job holders use their extensive experience and postgraduate level professional knowledge to take a lead in complex interactions with others, delivering change by evidence-based argument and persuasion. They exert professional influence on the organisational structures and procedures within their working area to enhance productivity, efficiency and customer satisfaction.

### The knowledge and skills required

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the Council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

### Thinking, planning and communication

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action which they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face-to-face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

**Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams’ detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

### Impacts and demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure from deadlines, interruptions or conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.