ROLE PROFILE FORM

Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

Role Profile Form Number: 02467

1. DEPARTMENT: Children's Services

2. SECTION: Schools

3. GROUP/SPECIALISM

4. ROLE TITLE IN FULL : Personnel Officer

5. SAP ROLE TITLE Personnel Officer
(see Guidance Notes)

6. NEW PROFILE Yes
DATE OF COMPLETION 22.12.06

7. REPORTS TO Associate Headteacher
(Supervisor/manager's role title)

8. ROLE PURPOSE :
(why the role exists)
To provide a personnel administrative and advisory service to the school

9. ORGANISATION

Please provide a simple line drawing indicating where the role sits within the organisation in the box below.

Associate Headteacher

Personnel Officer

Personnel Assistants

10. Accountabilities

- Ensure that all personnel information, whether on IT systems (inc SAP and SIMS) or paper, is accurately recorded, managed, updated and analysed to provide a high quality personnel service to the school and timely management information to the school's leadership team
- Manage a small team, motivating, developing and coaching them to maintain high standards of customer service and overall personnel advice to the school
- Manage the organisation of all recruitment activities for the school including responsibility for ensuring the completion of all pre-employment checks, and preparation, issue and/or submission of contractual and payroll documentation
- Manage the production and updating of the school and support staff handbook and ensure distribution to staff in the school
- Manage the co-ordination of filing for the performance management process for all staff, ensuring that reviews are completed to agreed timescales and where necessary alerting the PM Co-ordinator of outstanding reviews to be chased.
- Organise support staff in-service training and professional development on school CPD days.
- Ensure personnel coverage during holiday periods so that the key personnel services eg outstanding / new contracts are carried out and completed
- Prepare and implement the support services annual strategic plan and reviewing the plan to evaluate progress made

- **Corporate and statutory initiatives – equalities/health & safety/e-government/sustainability**
- Ensure all personnel advice, practice and procedure are compatible with HCC, and statutory requirements.

10. Key Decision Making Areas in the Role

Personal and workload management for team- determine allocation of work and assess priorities to meet deadlines
Deciding appropriate advice within the parameters of HCC and school policies and procedures
Making judgements on the complexity of issues with a view to raising at a higher level or seeking personnel or payroll advice from HCC

12. Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)

No of employees in the school: Approx 210

13. Main Contacts – external/internal customer contacts and purpose
Own staff- day to day management
Recruitment- appointment of own staff and oversee candidates on interview for all posts in the absence of the Personnel Assistant
Line Managers and employees in the school – provision of advice
Associate headteacher- day to day reporting
Headteacher- provision of advice, management reports
HCC (Payroll, EPS etc)- liaison and seeking advice

14. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.

15. Role requirements for operational effectiveness.
Ability to motivate and manage staff
High level interpersonal skills and communication skills
Good ability to use IT office systems, including extracting and manipulating data
Experience of using SAP
An up to date basic knowledge of employment law specifically covering contracts of employment, recruitment, and individual employment rights (unfair dismissal and redundancy)
Commitment to continuous professional development and continuous service improvement
Experience of working in an office environment

16. Context/Additional Information