

## Job Description

<b>Job Title</b>	Schools HR Lead
<b>Directorate</b>	Strategy and Change
<b>Service Area</b>	People and Organisational Culture
<b>Grade</b>	9
<b>Competency Level</b>	2
<b>Salary</b>	£51,356 - £56,673
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building, Liverpool
<b>Disclosure and barring service (DBS)</b>	Children and Vulnerable Adult (VA) Workforce & Child Barred List
<b>Job Evaluation Ref No</b>	A10264

## Job Purpose

To act as a specialist HR adviser on the Council's statutory responsibilities for maintained schools, providing expert advice on complex, high-risk employment matters, safeguarding-linked issues and statutory school organisation processes. This includes representing the Council at complex, sensitive and high-profile dismissal and appeal hearings, contributing to statutory consultation through JCCs, and supporting the statutory aspects of collective disputes, academy conversions and school organisation changes. The postholder will also support the wider HR

Business Partnering and Employee Relations & Policy team, on activities aligned to statutory or corporate priorities.

### **Directly Responsible For:**

Matrix management of:

- Employee Relations Partners
- Senior Employee Relations Partner
- HR Business Partner

### **Directly Responsible To:**

Senior HR Business Partner

### **Main Areas of Responsibility:**

- Build strong, professional relationships with Headteachers, senior leaders and governing bodies, acting as the statutory HR contact for maintained schools
- Provide expert advice to Headteachers and school leaders on complex and sensitive ER issues where these fall within the Council's statutory responsibilities (e.g., dismissal, appeal or safeguarding-linked cases)
- Attend and advise at complex, high-profile or sensitive dismissal and appeal hearings, ensuring compliance with statutory requirements, school policies and national conditions of service
- Advise on employment matters where safeguarding considerations intersect with dismissal, disciplinary or regulatory processes, ensuring adherence to statutory guidance
- Work closely with the Local Authority Designated Officer (LADO), Disclosure and Barring Service (DBS), Teaching Regulation Agency (TRA), and safeguarding teams to ensure appropriate notifications and actions are undertaken

- Support schools to ensure their decision-making is consistent with the requirements of Keeping Children Safe in Education (KCSIE) in the context of statutory processes
- Provide HR support and advice to the Council's Education Service during statutory consultation and representation periods for school amalgamations
- Participate in change management groups, contributing expertise on the workforce implications of formal school organisation proposals
- Provide advice to maintained schools and Council services on statutory HR obligations relating to academy conversion, including the provision of employee liability information and TUPE requirements
- Liaise with internal and external stakeholders to ensure compliance with statutory timelines and obligations
- Interpret education-specific policies, employment legislation and national conditions of service (STPCD, Burgundy Book, Green Book)
- Represent the Council at Joint Consultation Committees (JCCs) for maintained schools, participating in statutory consultation on workforce-related policies and guidance
- Support the Council's response to formal collective disputes involving maintained school staff and contribute to negotiations and contingency planning for industrial action
- Lead and contribute to the development, consultation and review of school workforce policies through the JCC process, ensuring statutory compliance, consistency across maintained schools, and appropriate Council oversight
- Lead the resolution of complex and sensitive workforce issues affecting maintained schools, providing expert interpretation of national conditions of service and corporate policy to determine appropriate, defensible HR solutions
- Negotiate with and influence senior leaders on workforce strategy and high-risk employment matters, managing contentious or sensitive situations with tact to secure agreement and ensure legally compliant outcomes

- Lead longer-term HR initiatives, programmes and improvement projects across maintained schools to strengthen HR practice, drive consistency and support the effective implementation of statutory and corporate requirements
- Work collaboratively with Legal Services, Safeguarding, Education, HR and other relevant stakeholders to ensure consistent statutory advice is provided to school
- Identify and mitigate risks arising from statutory school processes, hearings or disputes within People and Organisational Culture and Children's Services
- Provide specialist oversight and guidance to HR or ER colleagues contributing to statutory schools work, supporting quality assurance and consistency
- Maintain up-to-date knowledge of employment law, education staffing legislation, safeguarding requirements and statutory staffing guidance for schools
- Maintain the highest standards of professional practice, take responsibility for personal development, and staying abreast of political, economic, social, technological, legal and environmental changes that may impact on people related activities
- Champion a culture of inclusivity and diversity, promoting engagement and employee wellbeing initiatives
- Undertake, where required, other responsibilities and duties including work related to all areas of business, on behalf of the organisation, where this is commensurate with the grade of the post

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Explores different options for funding and income generation

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## **Physical Demands of the Job:**

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## **Corporate Responsibility:**

- Contribute to the delivery of the Council and People Plans
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken



- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Graduate/ Level 7 CIPD qualification (A)

### Desirable

- Qualification in mediation or conflict management
- Evidence of continuous professional development in HR, employment law or education staffing frameworks
- Safer recruitment training

## Experience

### Essential

- In-depth HR advisory experience, within schools, education or public sector (A/I)
- Experience of advising senior leaders and/or Headteachers in a complex organisation (A/I)
- Strong understanding of statutory education employment frameworks including (A/I):
  - Burgundy Book
  - School Teachers' Pay and Conditions Document (STPCD)
  - Keeping Children Safe in Education (KCSIE)



- Safer recruitment compliance
- School governance structures
- Experience managing complex or high-risk employee relations matters (A/I)
- Experience of TUPE in the context of academy conversion or school organisation changes (A/I)

## Desirable

- Experience of providing high standards of customer service

## Skills/Abilities

### Essential

- Ability to build positive, professional relationships with Headteachers, governors, senior leaders, trade union representatives and internal stakeholders, that generate confidence and respect (A/I)
- Strong stakeholder management skills, with confidence engaging with and influencing Headteachers, governors, senior leaders and trade unions in complex or sensitive situations (A/I)
- Ability to interpret legislation, statutory guidance and national conditions of service and provide clear, risk-based advice and HR solutions (A/I)
- Excellent written and verbal communication skills, with the ability to produce high-quality case documentation, reports and sensitive correspondence (A/I)
- Ability to work independently and collaboratively in a fast-paced environment (A/I)

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring (DBS) check at the appropriate level