

Job Description



POST:	Cluster PD Officer – NE Academies
RESPONSIBLE TO:	PDBP – Yorkshire & NE
SALARY:	SCP 18 – 22 SCP - plus Local Government Pension Scheme
LOCATION:	North East
KEY RELATIONSHIPS:	Principals, Academy HR/Payroll leads, National Payroll team, National PD Ops Team, PD Business Partners
WORKING PATTERN:	Full time, 37 hours, 52 weeks per year
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE:

The PD Officer will be responsible for PD administration across the entire employee lifecycle for the academies based in Scunthorpe & Grimsby. This will include new starter/onboarding processes, production and completion of electronic & hard copy personnel files, processing contract variations, flexible working requests, family friendly leave and leavers.

The postholder will also provide cover on the PD helpdesk (PeopleDesk) during periods when the PD Administrator or PD Helpdesk Advisor (Employee Relations) is not in the office. They will also be responsible for resolving 'incidents' allocated to them via PeopleDesk in a timely fashion or escalating them to the appropriate person. The PD Officer will also support People (HR) administrators within academies by answering queries and advising on best practice.

The PD department is currently in the process of reviewing its policies and procedures and the postholders will be directly involved in the development and implementation of improved processes, systems and related documentation.

SPECIFIC RESPONSIBILITIES:

Onboarding for Leadership Positions, National Team and New/ High Risk Academies

- To Supervise & advise Academy HR/Payroll leads in NE academies (currently 5). Line Management will still fall under the academy.
- Entering new starters onto iTrent (phase 1 and phase 2)
- Preparing and dispatching employment contracts and ensuring timely signature and return by individuals.



Prohibition Checks, overseas checks and Disclosure and Barring Service checks.

- Advising Line Managers and colleagues within the team where Risk Assessments are required before a new starter can begin work.
- Ensuring right to work checks have been carried out before processing joiners.
- To provide information relating to overseas police checks where these are required.
- To oversee the administration of pre-employment health assessments ensuring they are correctly administered for newly appointed Principals, senior leaders and National Office staff.
- To develop and maintain spreadsheets and trackers to ensure all relevant People information is collected and maintained
- To be responsible for putting together and maintaining new staff personnel files (electronic and hard copy), ensuring all information is obtained before the file is finalised and that the file is produced in line with the standard format.
- Ensuring the correct paperwork is in place for new starters and cross-referencing with iTrent and the Recruitment Tracker to ensure completeness.
- When required, to audit new starter files and chase new employees for relevant documentation to ensure everything is in place prior to appointment commencing.
- To take responsibility for advising relevant parties on on-boarding processes.
- To populate the Single Central Record, chasing information when required and ensuring the highest levels of accuracy are maintained so that the National Office and Leadership SCRs are compliant with Ofsted and other regulations.

Monthly changes to payroll (MCP)/ transactional activities – 5 Academies across Scunthorpe / Grimsby

- To ensure that no changes are processed through i-Trent without the appropriate level of authorisation and receipt of all pertinent information.
- Accurate and timely administration of MCP changes through the iTrent System.
- Producing contract variations and other relevant employee correspondence. This will include permanent amendments (e.g. pay increments, job transfers and changes in hours) and temporary amendments such as allowance.
- Processing leavers. This may involve conducting exit interviews for National office staff. Calculating accrued annual leave when requested.
- Updating reporting lines on i-Trent
- Working closely with the Payroll team, to use iTrent and relevant spreadsheets to update payroll details and check salary and other relevant details are correct prior to payroll deadlines.
- Maintaining up-to-date records on i-Trent.
- Creating master template letters for employees relating to their employment; such as letters confirming arrangements relating to maternity leave, flexible working, and end of fixed term contracts.
- Ensuring that probationary reviews are carried out by line managers – maintaining an up to date spreadsheet, chasing managers for paperwork and drafting confirmation letters
- To support managers in responding to reference requests for ex-employees and liaise with senior members of the HR Advisory team when required
- Supporting the Yorks & NE Lincs Business Partner with employee paperwork

- Supporting the HR/Payroll Academy Leads in the implementation of annual pay awards



- Carrying out data cleanses on i-Trent.

Employee Relations

- To support the Yorks & NE Lincs Business Partner with ER casework as required, by preparing papers, arranging meetings and taking notes at meetings and supporting at stage 1 formal absence meetings.

Other:

- Carrying out job evaluations
- To take personal responsibility for your own continuous professional development
- Any other reasonable tasks and duties that may be requested from time to time
- To develop and maintain a full knowledge of Teacher's Pay and Conditions, Green Book provisions, the Oasis Scheme of Delegation, OCL policies and procedures, employment law and Human Resources best practice
- To input into the drafting of policies, templates, toolkits and training materials as required
- To ensure confidentiality and integrity of all PD information in accordance with the GDPR Data Protection Act and any other relevant legislation and codes of practice.
- To take part in regular training relevant to the role as required by the People Directorate department (Safer Recruitment, Safeguarding, etc.).
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The nature of this post will require flexibility to meet urgent work needs as they arise. This could inevitably entail some work outside normal office hours.

The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile.



Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

People Directorate Officer – National Office Person Specification



Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	CIPD level 3 or studying towards or equivalent qualification	CIPD level 5
Experience, Skills & Knowledge	<ul style="list-style-type: none"> ✓ Experience of maintaining HRIS databases ✓ Experience of the administration of transactional HR activities and providing advice to line managers ✓ Good working knowledge of Microsoft Office products ✓ Good communication skills – both written and oral ✓ Good understanding of GDPR requirements in relation to sensitive personnel data ✓ Up to date knowledge of UK employment legislation ✓ Experience and proven ability to provide advice on low level employee relations matters 	<ul style="list-style-type: none"> ✓ Experience of providing admin support in a HR environment ✓ Familiar with i-Trent ✓ Public sector/education sector experience ✓ A good understanding of safer recruitment practices & the pre-employment checks required
Personal Qualities	<ul style="list-style-type: none"> ✓ Initiative to solve problems ✓ Flexible and proactive approach ✓ Team player ✓ Have a willingness to demonstrate commitment to the values and 	



	<p>behaviours which flow from the Oasis ethos.</p> <ul style="list-style-type: none">✓ Strong attention to detail✓ Customer focused✓ Strong organisational and planning skills✓ Proven ability to meet deadlines✓ Commitment to safeguarding and promoting the welfare of children and young people✓ Willingness to undergo appropriate checks, including enhanced DBS checks	
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