

Job description

Job title:	HR/Employment Issues Specialist
Salary:	SFCA Grade 6: from £44,000 subject to experience
Reports to:	Director of HR Services
Job Purpose:	To provide expert advice and professional support to SFCA members, the SFCA Director of HR Services, wider SFCA team and employers' side of the national negotiating bodies and on employment law and related HR issues in support of SFCA member institutions. To represent and formulate the views of sixth form colleges in response to national legislative and policy proposals affecting the sixth form college workforce.

Job duties and responsibilities:

1. Within the policy framework of the Sixth Form Colleges' Association to support negotiations with the appropriate trade union representatives and take the lead in negotiations on more routine issues.
2. Provide advice, support and technical expertise for sixth form colleges on employment law and HR issues, particularly those impacting on national terms and conditions. Raise the profile of the SFCA's HR offer to existing members and potential members.
3. Deal with enquiries from individual members on specific employee relations problems arising from interpretation of national guidance or agreements, or employment legislation.
4. Undertake research in support of national negotiations and assist in conducting an annual SFCA Workforce Survey and other survey work in support of SFCA employment issues and HR work, and in the preparation of feedback to colleges of the resulting data.
5. Draft agenda papers, minutes and reports for meetings of the national negotiating Council and its Committees and assist in the preparation of circulars informing members of developments.
6. Ensure that members are provided with written advice through regular bulletins, covering a range of employment issues, such as the implications for colleges of the move to a new pay framework, employment legislation, relevant HR issues, etc. Work on producing an Employers' Guide each year on a subject of particular relevance to Sixth Form Colleges.

7. Devise and deliver presentations at SFCA workshops, regional HR meetings and for individual colleges on complex, technical, legal and HR management issues to a wide audience of differing levels of knowledge and skills to increase the capacity on HR issues.
8. Co-ordinate the SFCA HR networks/regional meetings to support colleges and to develop SFCA policy on HR issues.
9. Maintain the employment/HR pages of the SFCA website and HR databases.
10. Liaise as appropriate with other education employers, officials at the DfE, Teachers' Pensions, BEIS, AoC, SFA, ETF, LGA and other appropriate agencies.
11. Through reading, research and updating, ensure awareness of developments in further education and academies and HR/industrial relations generally.
12. Undertake such other duties as may prove necessary to enable the SFCA team to provide a quality service to Sixth Form Colleges, leading on at least one SFCA programme.
13. Fulfil the requirements of SFCA's Health and Safety policy, ensuring at all times safe working practices and procedures are adhered to.
14. Fulfil the requirements of SFCA's equal opportunities policy and procedures and implement equality principles and practices within the context of the job.
15. Fulfil those duties placed upon staff by the Data Protection Act.

Person Specification

Qualifications

1. Educated to degree level or equivalent.

Essential

Knowledge, Experience, Skill and Abilities

2. Experience of working in an HR/Employment Law, or industrial relations role, preferably within the Education sector/public sector.
3. Ability to communicate effectively both orally and in writing.
4. Experience of managing a complex workload, preparing plans and meeting deadlines and milestones.
5. Experience of researching data from a range of sources and providing relevant and timely HR/employment law advice.
6. Experience of organising meetings, events or other activities and project management across multiple projects including the ability to prioritise and schedule work to meet deadlines and fit in with work cycles.
7. Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with professional associations and employees from member institutions at every level, and to demonstrate political neutrality at all times.
8. Excellent communication and interpersonal skills in order to be able to work effectively with colleagues, external contacts and member institutions.
9. Excellent attention to detail and the ability to produce work of a consistently high standard, whilst under pressure.
10. Ability to work as a member of a team, assist other team members to meet deadlines and contribute to the success of the organisation in meeting its objectives.