

Members' Library Service Request Form

Date of Document	14/11/19
Originator	Anna Robertson, Principal Officer - Staffing
Originator's Ref (if any)	
Document Title	Creation of a Project Assistant - Staffing

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Cabinet

Additional information:

Authorised By	Jim Lamond
Designation	Head of Council Resources
Date	14/11/19

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REPORT TO: Members' Library Service

BY: Depute Chief Executive – Resources & People Services

DATE: November 2019

SUBJECT: New Post of Project Assistant - Staffing

1 PURPOSE

- 1.1 To seek Head of Council Resources approval under delegated powers for the establishment changes detailed in the body of the report as a consequence of changing service needs within the **Strategy and Operations team** of the Education Department.

2 RECOMMENDATIONS

- 2.1 To agree the changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 As the demands of workforce planning within Education continue to grow with projects supporting initiatives such as the Early years 1140 implementation and work to support the expanding and developing workforce in schools, this new post is being created to provide support to the Officers working on these projects and allowing a focus on meeting project demands and deadlines
- 3.2 This new post will be temporary for 1 year and will be full time and based in John Muir House. The Jobholder will report to the Principal Officer – Staffing and support the work of the various Workforce Planning projects.
- 3.3 This post has been evaluated as Grade 6.
- 3.4 This report has been passed to the relevant Trades Union under the terms of the Protocol for the Conduct of Service Reviews and they are supportive of the proposals outlined.

4 POLICY IMPLICATIONS

- 4.1 None

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND

- 6.1 This post will require a Basic Disclosure check in order to comply with legislation/PSN Code of Connection.

7 RESOURCE IMPLICATIONS

- 7.1 Financial - this post will be funded through the Realising Change Fund and budget has been allocated to this area of work, under Priority 3 'Localised work relating to ongoing development for recruitment and careers work in the EL&C sector'.
- 7.2 Personnel – the post will be advertised in accordance with the Council's Recruitment & Selection Policy
- 7.3 Other – none.

8 BACKGROUND PAPERS

- 8.1 None

Appendix 1: Project Assistant – Staffing – Job Details Form

AUTHOR'S NAME	Anna Robertson
DESIGNATION	PO Staffing
CONTACT INFO	7766
DATE	8 November 2019

JOB DETAILS FORM

JOB OUTLINE	
JOB TITLE: Project Assistant - Staffing	JET CODE: 7319
SERVICE: Education – Strategy and Operation	
DIVISION: Resources and People Services	
REPORTING TO: Principal Officer - Staffing	
RESPONSIBLE FOR: None	
JOB PURPOSE: To assist in the development and implementation of Education's Workforce Planning projects, developing information systems and gathering statistical information in relation to the expansion of the school estate and delivering workforce projects such as the Early Years 1140 hours of Early Learning and Childcare Project. In addition, contribute to the work of the Staffing Team in Education, supporting recruitment and workforce planning across the Education Department.	
MAIN DUTIES: Assist in the ongoing development and implementation of projects in relation to Education Workforce Planning Assist in the ongoing development and implementation of the Education project delivering 1140 hours of Early Learning and Childcare. Set up processes to analyse, report, communicate and present information in relation to Workforce Planning Assist in the development of systems and processes to support Workforce Planning, working with partners and stakeholders to share information and set up systems for recording and reporting on project progress Assist in developing processes for the recruitment, deployment and development of staff to meet the needs of the growing estate and the various workforce projects such as the Early years 1140 project Attend and at times lead meetings with staff, stakeholders and partners in relation to workforce projects for example the 1140 Project Board, Workforce Planning Group and Outside agencies Act as the first point of contact in relation to the project offering advice and information about project progress	

Provide, understand and present information at internal reviews and meetings.

Draft reports and job outlines, accompanying recruitment paperwork and maintain records of campaigns and outcomes

Liaise with Head Teachers and School Senior Management Team members as well as school and centrally based staff to gather information, offer advice and updates on project progress

Contribute to the recruitment processes within the Education Department, including assisting with the recruitment and selection of supply staff

Provide administrative support to the 1140 project team and the Principal Officer - Staffing in relation to maintaining records, minuting meetings, gathering and producing statistical data and producing reports and reviews in relation to the various projects

Ensure adherence to relevant legislation, guidelines, and safe practices

Liaise with relevant service departments to ensure a 'One Council' approach

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to Higher level, NC or SVQ 2 level in English and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience with previous experience

Disclosure Scotland:

- This role requires **Basic Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

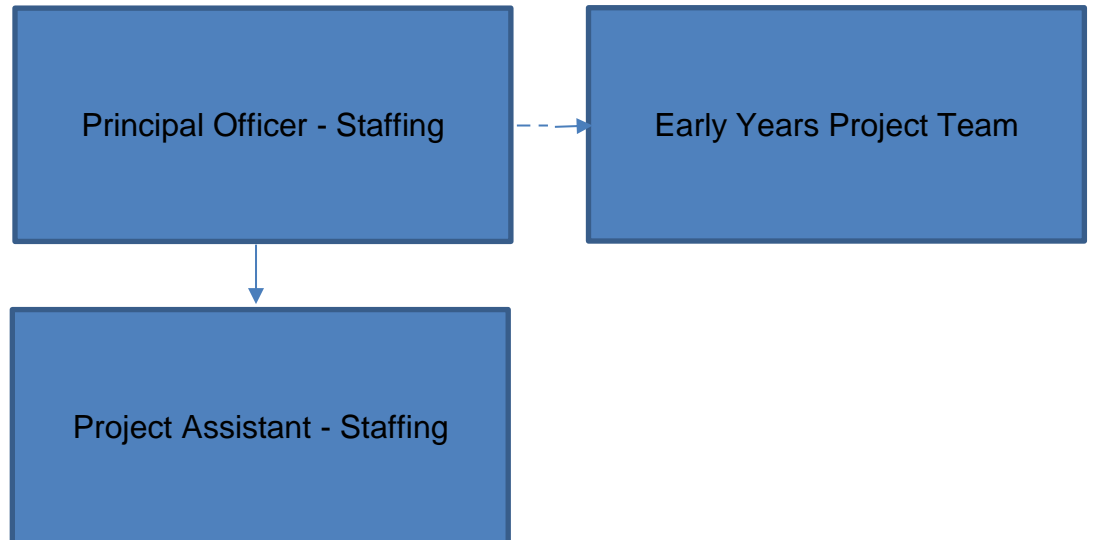
Scottish Social Services Council:

- None

TEAM RESPONSIBILITIES:

The Jobholder will report to the Principal Officer - staffing and will work closely with the Early Years Team, the Education Staffing Team and liaise with colleagues in HR, Finance, School Based staff and other Council Departments. As part of the role, s/he will take part in meetings with various stakeholders and partners including university staff and contacts in other local authorities in relation to workforce planning. S/he will maintain their knowledge of workforce planning, staffing organisation, 1140 implementation and recruitment and selection processes.

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Educated to Higher level, NC or SVQ 2 level in English and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.	HR/ Project or business qualification
Previous Experience (Paid & Voluntary Work)	<p>Experience of working in an office environment.</p> <p>Experience of system analysis and management reporting.</p> <p>Customer Service experience</p> <p>Experience of working with HR Policy and Procedure</p>	Experience in an HR, project or Business management post
Knowledge/ Skills /Competencies	<p>Proficient keyboarding skills</p> <p>Excellent verbal and written communication skills</p> <p>Effective organisational and time management skills.</p> <p>Numeracy skills</p> <p>Organisational Skills</p> <p>Negotiation skills</p> <p>Skilled user of Microsoft Office Suite such as Word, Excel, Outlook Etc</p>	Knowledge of Employment Law Legislation
Personal Qualities	<p>Ability to work to a high degree of accuracy, paying close attention to detail.</p> <p>Ability to use own initiative</p> <p>Ability to provide appropriate and informed advice</p>	

	<p>Ability to lead discussion</p> <p>Ability to meet deadlines</p> <p>Flexibility and ability to oversee various areas of work at once</p>	
<p>Council Behaviours</p>	<p>We are Customer Focussed</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	