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**JOB DESCRIPTION**

**Department**: Corporate Personnel **Location:** Bootle, Merseyside

**Section:** Employee Support

**Post:** Establishment Control Officer

**Post Number : POST302529 Grade: F JE No. 5061**

**Responsible to:** Senior Establishment Control Projects Officer

**Responsible for**: N/A

**Job Purpose**

To support in maintaining the council’s staffing establishment to ensure this is actively managed and reflects the Council's organisational structure. To ensure that all staffing structure change requests and restructures are properly authorised, recorded, documented, and accurately maintained working collaboratively with other key stakeholders.

To provide advice and support to operational users in all service areas as queries arise and to assist the recruiting teams by ensuring the smooth and efficient transition of information.

To support the team and work to provide continuous improvements and maintain high standards working to best practice.

**Main Duties**

|  |  |
| --- | --- |
| No | Tasks |
| 1 | To assist senior officers to ensure all changes relating to establishment control records are logged and recorded in and timely manner in order that the staffing establishment of all council departments can be effectively maintained. |
| 2 | To help support and maintain the Council's establishment ensuring that units, posts, and positions are correctly built, ensuring that:* Contractual terms and conditions and inheritable elements associated to units, posts and positions are accurately built and maintained.
* Relevant clearance requirements associated to appropriate posts including terms and conditions are unambiguous.
* Unit/Post/Position costing information is accurately maintained.
* Statutory compliance
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| 3 | To follow the processes for agreeing establishment variations are adhered to, challenging senior managers and directors as required. |
| 4 | To support operational managers to maintain their establishment by providing reports which show their organisational staffing structure. And to ensure that any necessary appropriate remedial action is taken, and systems are updated accordingly. |
| 5 | To work with the recruitment team to ensure that the application tracking system (ATS) is maintained and up to date and that vacancies are published in a timely manner.  |
| 6 | To support the affective approval steps on the Matrix system for agency staff, ensuring that the approval of new cases is in line with approved ECF’s.  |
| 7 | To carry out assurance checks ensuring work is delivered consistently and to the required standard and in line with agreed Key Performance requirements and to Process data changes as required  |
| 8 | Maintain a personal awareness of work deadlines and an understanding of the impact on service standards and outcomes. |
| 9 | Comply with all DPA/GDPR legislation and maintain confidentiality and security of sensitive data |
| 10 | Comply with current legislation, local policies, and best practice |
| 11 | To respond to all Establishment Control enquiries and promote good customer relations to support operational management. |
| 12 | Support the drafting and development of Establishment Control procedures to support best practice |
| 13 | Maximise personal productivity and accuracy |
| 14 | Keep the Senior Officers informed on work progress particularly when deadlines are involved |
| 15 | Identify own training needs to the Senior Officers to ensure a full range of work can be completed, helping to ensure the service continues to be resilient |

**Organisation Chart**



**General**

This job description is a representative document. Other reasonably similar duties maybe allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality policy in employment and copies are freely

available to all employees. The post holder will be expected to comply, observe and

promote the equality policies of the Council.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as

appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Prepared by Name Karen Skelton

Date 04/10/2023

**PERSON SPECIFICATION**

Post: Establishment Control Officer

Department: Corporate HR Section: HR Business Support Team: Establishment Control

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| --- | --- | --- | --- |
| **Personal Attributes Required** | **Essential (E) or****Desirable (D)** | **Method of Assessment** | **Still relevant to EC roles** |
| **Qualifications**Numeracy and Literacy skillsECDL or extensive equivalent experience working with Microsoft applications and software | EE | C/AFC/AF |  |
| **Experience** |  |  |  |
| * Experience of working in a team and managing own workload
* Experience of quality assuring own work
* Experience of working to deadlines and under time constraints
 | EEE | AF/IAF/IAF/I | YesYesYes |
| * Experience of working with large complex multi layered software system.

 * Experience of working in a customer focused environment
* Experience of working in an HR, recruitment or payroll operations team
 | DDD | AF/IAF/ID | YesYesYes |
| * Experience of dealing with Midland iTrent or other computerised HR systems
 | D | AF/I | Yes |
| **Knowledge, Skills and Ability** |  |  |  |
| * An ability to deliver a high degree of accuracy and provide attention to detail.
 | E | AF/I | Yes |
| * Good written and verbal communication and interpersonal skills
* Ability to establish effective working relationships
* Ability to plan, organise and prioritise
* Ability to think clearly and analytically.
* Excellent numeracy skills
* Excellent computer and keyboard skills
* Knowledge and understanding of confidentiality and the handling of sensitive data
 | EEEEEEE | AF/IAF/IAF/IAF/IAF/IAF/IAF/I | YesYesYesYesYesYesYes |

|  |  |  |  |
| --- | --- | --- | --- |
| **Special Requirements**The post holder may be expected, from time to time, to work overtime in the evenings or weekends. | E | I | If this is on all then yes.  |

**Assessment Methods Key:** AF – Application Form

C – Certificates

I – Interview

Prepared by: Karen Skelton

Designation: HR Business Support Manager

Date: October 2023