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**JOB DESCRIPTION**

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

**Section:** Human Resources

**Post:** Establishment Control Project Officer

**Grade: Currently Grade H JE No.** 1682 (*462 – for EC Projects officer)*

**Responsible to:** HR Business Support Manager

**Responsible for**: Establishment Control

**Job Purpose**

To ensure that the staffing establishment is actively managed and reflects the Council's organisational structure. To ensure that all staffing structure change requests and restructures are properly authorised, documented, and accurately maintained, working collaboratively with other key stakeholders and technical support across HR Business Support.

To provide advice and support to service areas as queries arise and to assist the system development and recruiting teams to achieve continuous improvements and best practice.

**Main Duties**

* To ensure all changes relating to establishment control records are logged and recorded in and timely manner to ensure that the staffing establishment of all council departments can be effectively maintained.
* To provide management support and knowledge transfer with other members of the EC team
* Maintain the Council's agreed funded establishment ensuring that —
	+ Vacancies within the organisation can be clearly identified.
	+ Contractual terms and conditions and inheritable aspects associated to units, posts and positions are accurately built and maintained.
	+ Relevant clearance requirements associated to appropriate posts including terms and conditions are unambiguous.
	+ The recorded establishment supports future manpower planning.
	+ Restructures are implemented in a timely manner.
	+ Unit/Post/Position cost centre information is accurately maintained.
* Ensure that the processes for agreeing establishment variations are adhered to, challenging senior managers and directors as required.
* Produce and circulate reports that enable managers to verify and maintain their establishment ensuring that the appropriate remedial action is taken.
* To liaise and provide interfaces with the Job Evaluation team to ensure that the requested variations are reasonable.
* To provide the interface between Recruitment, Transactional HR, Payroll, and BSU services to ensure employees are paid accurately and changes to contracts are efficiently implemented.
* To provide the interface between operational departments and Finance to ensure that any requests for establishment changes across departments are properly identified and costed before being made.
* To carry out regular establishment audits ensuring that the appropriate remedial action is taken.
* Carry out Quality Assurance checks ensuring work is delivered consistently and to the required standard and in line with agreed Key Performance Requirements.
* To develop remedial plans to reduce errors in Establishment Control functionality.
* Process data changes as required stemming from Quality Assurance reports from the Business Support Unit
* To work with other members of the team to keep the HR and Payroll system, recruitment systems, DBS checking system and Sickness Absence records up to date and accurate.
* To support the administration of the Matrix system for recruitment of agency workers across the council, providing operational support to managers and finance and providing admin approval to ensure system data is accurately maintained.
* Comply with all DPA/GDPR legislation and maintain confidentiality and security of sensitive data
* To work with and support other members of the HR Business Support team in development of systems and processes to bring about efficiencies across the HR Service.
* Comply with current legislation, local policies, and best practice.
* Support the drafting and development of local EC procedures to support policy and best practice.
* Maximise personal productivity and accuracy.
* To provide transparency on work progress particularly when deadlines are involved.
* Identify own training needs and knowledge gaps to ensure 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 Feb 2024**

**PERSON SPECIFICATION**

Post: Snr Establishment Control Officer

Department: HR Section: Establishment Control

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| **Personal Attributes Required** | **Essential (E) or****Desirable (D)** | **Method of Assessment** |
| **Qualifications**Numeracy and Literacy skillsECDL or equivalent experience | ED | 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 |
| * Experience of working in a customer focused environment
* Experience of working in HR/Transactional operations
 | DD | AF/ID |
| * Experience of dealing with Midland iTrent or other computerised HR systems
 | D | AF/I |
| **Knowledge, Skills and Ability** |  |  |
| * An ability to deliver a high degree of accuracy and provide attention to detail.
 | E | AF/I |
| * Good written and verbal communication and interpersonal skills
* Ability to establish effective working relationships.
* Ability to plan, organise and prioritise and to think clearly and analytically.
* Excellent literacy and numeracy skills
* Excellent computer and keyboard skills
* Knowledge and understanding of confidentiality and the handling of sensitive data
 | EEEEEE | AF/IAF/IAF/IAF/IAF/IAF/I |
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| **Special Requirements**The post holder may be expected, from time to time, to work overtime in the evenings or weekends | E | I |

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

C – Certificates

I – Interview

Prepared by: Karen Skelton

Designation: Service Improvement Manager.

Date: February 2024