STAFFING OFFICER

Reference No.	A4770	Type	Individual
Service	Education & Children's Services		
Job Family	Admin & Clerical 5	Grade	FC5

Purpose

- **To co-ordinate and facilitate the generic staffing exercises**
- **To provide customer focussed support and guidance to Education Staff on Human Resources, Staffing, Payroll**
- **To provide support to customers and staff on established systems including EREC, SMS, Oracle and to update, interrogate and manage said systems**
- **To work with other Fife Council services**

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Responsible for the co-ordination and management of the Generic Staffing interviews, to ensure all timelines are met. First point of contact for advice and support to candidates during the generic campaigns.	Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent in a relevant discipline	✓	
	Ability to provide an efficient and effective service	✓	
	Team working skills	✓	
	Customer care skills.	✓	

E = Essential Criteria   D = Desirable Criteria

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Ensuring all necessary interview documentation is provided, within the required timeline, to allow the panel to proceed.	Organisational skills	✓	
Using own initiative and find solutions when last minute changes to the interview panels occur, enabling interviews to proceed and having the ability to quickly resolve technical difficulties which occur during interviews.	Problem solving skills	✓	
	Ability to provide a regular and effective service while working under pressure	✓	
Managing delegated workload to meet organisational and individual deadlines, whilst maintaining a high-quality service.	Time management skills	✓	
	Experience of priority identification to deliver work to tight deadlines	✓	
Develop processes, procedures, generic staffing timelines in accordance with workforce planning.		✓	
Use initiative to find solutions and workarounds for issues arising from the implementation of new systems.	Experience of system support		✓
Responsible for collating and accurately keying interview scores onto the master spreadsheet before passing to management for appointing candidates into the vacancies.	Experience of collating, analysing and interpreting information	✓	
Responsible for issuing offer emails to successful candidates, updating Oracle, and liaising with the recruitment team to ensure all candidates have safer recruitment checks in place for starting in post.	Attention to details skills	✓	
Responsible for creating, overseeing, providing solutions, and updating information held on the Generic Staffing spreadsheets.	Accuracy skills	✓	

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Oversee and update information held on EREC, Oracle, SMS, Student Placements and iTrent, including downloading/manipulating reports as requested.	Ability to interrogate systems	✓	
Responsible for the co-ordination of the pupil support cluster allocations, medical hours, linking with management, headteachers and business managers to provide support and advice. Interrogate the information provided from schools and liaise with payroll to ensure employees are paid correctly.			
Have a good knowledge of Service policies and guidelines and answer enquiries in line with Service standards and be able to answer non-routine issues, to the extent of knowledge	Knowledge of relevant policies, legislation, processes, frameworks, standards, procedures and systems		✓
Provide advice and guidance on the management of Staffing within schools and establishments.			
Co-ordinate and manage the recruitment of Casual workers.	Experience of working with minimum supervision in an environment of change and challenge, demonstrating resilience and flexibility with competing demands	✓	
Provide advice and support to Headteachers and senior staff members when there are shortages of staff.			
Meet regularly with Co-ordinator to forward plan and identify issues in relation to workforce planning and staffing administration where appropriate and progress matters.			
Working closely with Senior Managers/Officers, Candidates and other Fife Council Services	Interpersonal skills	✓	

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Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Provide advice to recruiting managers with regards to the relevant qualifications required for single status staff.			
Responsible for ensuring that Pupil Support Assistants have met the SSSC requirements for their role. Identify and liaise with relevant employees to ensure that they are enrolled on relevant course to make sure they have met the conditions to continue in their post.			
Administrators for the EREC system.			
Responsible for the administration of violent markers on Assyst. Reviewing information provided and liaising with schools to update. This includes flagging, escalating cases and closing assignments.			
Attend and participate in appropriate meetings with other Fife Council Services and external providers (payroll/recruitment/student placements/GTCS)	Excellent organisational and communication skills.	✓	
Undertake management of own diary taking into consideration forward planning to meet the needs of the service and ensure strict deadlines are met.	Ability to plan work and deliver priorities within timescales.	✓	
First point of contact to provide advice, support and solutions to customers and colleagues in relation to any Staffing related queries.	Ability to analyse problems and determine creative and practical solutions	✓	
Use of email to communicate with other service users including Headteacher's, Business Manager's, Senior Management and other teams within the Service.	Communication skills	✓	
Involved in the recruitment process for Modern Apprentices, including interviewing candidates.			

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Role Profile

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Obtain and check risk assessments for new starts within Education & Children's Services, seek approval from Heads of Service and liaise with the recruitment team.			
Carry out service checks and confirm permanency rights.			
Establishment control – flexible working, career breaks, job share, perm/temps, verification of employee information.	Good knowledge of Fife Council and Education Service policy and guidelines.	✓	
Having a wide range of knowledge for all staffing requirements within the Education & Children's Services.	High level of experience covering areas within job description.		✓
Providing advice and support to other teams within Education relating to processes that we have implemented.			
Undertake projects, as part of a team, involving the investigation and interrogation of systems and procedures.			
Having the ability to work as an individual, as well as part of a team.	Ability to relate to colleagues.	✓	
Creation, input and use of a variety of IT systems such as Microsoft packages.	Keyboard skills and working knowledge of Microsoft applications, specifically, excel.	✓	
Dealing with any relevant ad hoc enquiries to the team and where necessary follow these up with management			
Undertake any other duties which can be covered by the above headings			

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Additional tasks or responsibilities – this is a generic role, however, this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	**Expected Behaviours**
- Skills Framework (if applicable) **How** we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.

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