

Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

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| Service: Learning & Leisure Services | Division: Educational Resources |
| Section: Personnel | Post: Assistant Principal Officer |
| Grade: NLC12 | Current Salary Scale: £31,062 - £38,151 |
| Date vacancy occurred: 2 August 2013 | |
| Reason for vacancy: Retirement of postholder. | |
| What are the consequences of not filling this post? The postholder co-ordinates national submissions to the SNCT which has significant impact on North Lanarkshire Council's workforce and budgetary entitlements. The postholder also has direct responsibility for the completion and return of the annual census. The consequences of not filling this post could affect NLC financially. | |
| What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate? Over the last three years the Service has been preparing for the retirement of employees through succession planning in training and developing staff for the purpose of ensuring continuity of delivery of service and the submission of information to the SNCT, COSLA and the Scottish Parliament. Due to the restructure of Personnel in meeting our workforce savings obligations for 2013/14 we have no other staff available to backfill this post. | |
| The following documents are enclosed with this form: (✓) | |
| 1. Job Description | <input checked="" type="checkbox"/> |
| 2. Organisational Chart (detailing location of post in structure and including number of posts at same level) | <input checked="" type="checkbox"/> |
| I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential. | |
| Signature Executive Director: <i>S. Pollock</i> | Date: 25.8.2013 |
| Human Resources use: Date of Vacancy Monitoring Sub-Committee _____ | |
| APPROVE / NOT APPROVE / CONTINUE | |

This post is in the structure approved after a 20% saving was achieved for 2013/14.

North Lanarkshire Council

Job Description

Service: Learning & Leisure Services
Division: Education Resources
Job Title: Assistant Principal Officer (Personnel)
Post Reference:
Responsible to: Principal Officer (Personnel)
Grade: NLC12
Conditions of Service: SJC

Job Outline:

1. Deputise for the Principal Officer as required.
2. Be responsible for the overall co-ordination and supervision of staff in teams within the section.
3. Provide guidance on personnel issues to officers working within the Learning & Leisure Services

Main Duties and Responsibilities:

1. Assist in the review, development and implementation of new technology applications.
2. Responsible for drafting reports for consideration by the Head of Service and Education Officer (Personnel).
3. Supervise subordinate staff.
4. Ensure completion of returns.
5. Co-ordinate research for national submissions as appropriate.
6. Prepare draft responses to the chair of various committees, elected members and MSPs and MPs as requested.
7. Monitor staff and related expenditure against budget for establishments within areas of the council.
8. Monitor services provided to establishments within areas of the council in relation to debtors and curtail services provision as directed.
9. Maintain trading accounts.
10. Liaison with senior staff on quality management and ensure implementation of quality initiatives within the teams.
11. Collaborate with appropriate staff and assist in the development and implementation of training schedules for staff in all aspects of the personnel function.
12. Participate in working groups as required.

13. Ensure that letters re new appointments, promotion appointments, transfer and job evaluation for staff in the designated areas of the council are issued timeously and that salary placings are correct.
14. Ensure that terminations for staff in the designated areas of the council are processed as appropriate (dismissals; resignations; retirals; death in service).
15. Deal with enquiries on personnel administration issues and provide advice on conditions of service, gradings, grievance, discipline, employment law, health & safety issues, trade unions negotiations.
16. Process PVG checks as necessary.
17. Co-ordinate the work of teams within the section.
18. Co-ordinate the annual staffing exercise
19. Provide a welfare service to staff (teachers, single status and manual workers) and advise head teachers on welfare related matters.
20. Ensure adherence to departmental staffing guidelines.
21. Attend regular planning meetings with the Principal Officer.
22. Liaison with and processing of appropriate papers to the Finance Department.
23. Liaison with personnel services staff in North Lanarkshire.
24. Assist the Principal Officer in undertaking the work associated with the personnel aspect of school provision which may include attending public meetings or staff meetings (daytime or evening) on personnel issues.
25. Any other duties within the purview of the post as prescribed by the Head of Resources or any other person acting on his/her behalf.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

LEARNING & LEISURE SERVICES PERSONNEL

