**Job Description**

**Human Resources Manager**

Responsible to: **Principal, or delegate**

Job purpose: To provide specialist HR advice and guidance in support of the College’s strategic and operational aims; to manage the provision of an effective and efficient HR service; and, to take oversight of the College’s data protection and Health & Safety arrangements.

**Key Duties:**

**Management Responsibilities:**

Ensure the success of the HR Service, through:

* Continuous review and development of the service
* Leadership of staff within the service, as individuals and as a team
* Organisation and management of resources, including any external partnerships
* Development of policy and guidelines
* Contribution to overall college strategy, where appropriate
* Representation of the HR service at internal and external meetings.

**Professional Responsibilities:**

* Keep abreast of developments in employment legislation, ensuring that HR processes and policies are updated to reflect these and that managers are appropriately briefed on any implications
* Provide specialist advice and guidance to employees and managers on legislation, terms and conditions of employment, HR policies and procedures and other employment-related matters
* Take a proactive role in the on-going development and management of the College’s key HR processes (e.g. recruitment & induction, probation & performance management)
* Assist with staff recruitment and training, including participating in selection processes and leading staff training and induction events, where appropriate
* Through oversight of the work of the HR & Recruitment Officer, ensure that the College’s HR and recruitment processes and records are effectively and efficiently administered, including ensuring compliance with relevant equality, data protection, safeguarding and other employment legislation.
* Organise and attend employment meetings (e.g. disciplinary, return to work, well-being, performance management, mediation meetings); including taking notes, providing guidance, and, where appropriate, leading the meetings
* Liaise with relevant external agencies (e.g. auditors, occupational health) and other Colleges
* Act as lead or ‘competent’ person for employee-related Health & Safety issues (e.g. pregnancy and well-being risk assessments)
* Have oversight of the general Health & Safety arrangements across the College and monitor that these are working effectively
* Carry out the duties and responsibilities of the College’s designated Data Protection Officer as detailed in GDPR regulations and guidance; this includes informing, advising, monitoring and reporting on compliance
* Provide regular management reports to CMT and to governors on HR, H&S and data protection issues, including provision of relevant data and performance indicators.

**Quality:**

* Be responsible for the quality and self-assessment arrangements for the service
* Complete professional development reviews and staff development activities within the team
* Contribute to college self-assessment / planning processes.

**Responsibilities of all staff:**

* Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
* Carry out administrative duties relevant to the post, including maintaining records and providing information/data
* Work within college guidelines and promote college values
* Give due consideration to Health & Safety and Equality & Diversity issues within all activities
* Maintain confidentiality regarding sensitive or personal information
* Carry out other duties as reasonably required by the Principal.

*This job description is provided to assist the post-holder in knowing what his/her main duties are. From time to time these duties may be changed as the requirements of the job change.*

*Reviewed: September 2018*