

## **JOB DESCRIPTION**

<b>Job Title:</b>	HR Manager
<b>Job Purpose:</b>	To lead the HR team and be responsible for all aspects and management of the HR service
<b>Reports To:</b>	Vice Principal – Staffing, Resources and Infrastructure
<b>Responsible for:</b>	HR Officers x1; HR Administrator x2
<b>Salary:</b>	£45,288 - £47,348 per annum

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### **Main Responsibilities**

1. Manage both the day to day activities and long term plans/objectives for the College's HR service
2. To undertake the full range of management responsibilities for the HR team; set and agree clear objectives; as well as generally oversee and ensure the quality of work produced within the department
3. Support the professional development of the HR team and lead on the continuous improvement of the HR service. Offer guidance and support to members of the team in dealing with any HR related issues as and when required.
4. Develop and maintain college policies and procedures to ensure the college is compliant with employment legislation and reflects best practice.
5. Provide proactive support and guidance to the Senior Leadership Team on all aspects of staffing and in line with College priorities and goals.
6. Actively support managers in identifying and responding to staffing issues, and ensure that all employee relations casework (i.e. discipline, grievance, sickness) is progressed promptly and fairly and that managers are professionally supported and advised – taking legal advice where necessary.
7. Advise managers on performance management, ensuring effective processes are in place to meet organisational objectives and address issues of underperformance
8. Be responsible for the management of the staff recruitment and selection process, ensuring good practice in making high calibre appointments and also ensuring that safe recruitment practices are adhered to. To also lead on safeguarding and right to work/immigration issues as they affect college staff.
9. Provide advice to managers and staff on pay and reward, grading, and conditions of service and manage the process of annual pay reviews and payments for staff.
10. Promote and support good practice in the management of equality and diversity.

11. Develop and lead on any HR initiatives, undertaking research where required, to promote staff development, engagement and wellbeing, as well as actively promoting the continuous improvement and success of the College
12. Where required, run training sessions for staff in order to raise understanding of HR related issues and promote their consistent application.
13. Oversee the development and management of HR systems and data and ensure regular staffing reports are produced for SLT, drawing attention to particular trends or anomalies.
14. Manage the relationship with the college's payroll providers and pension's administrators and take responsibility for addressing any service issues and overseeing the accuracy of data
15. Represent the HR department/college at internal and external meetings, agencies and employment networks.
16. Lead and/or support, as appropriate, on consultative discussions and negotiations with the college trade unions or regional officials, including the college's regular JNC meetings.
17. Be part of the college management team, attending all meetings and participating and/or contributing to college-wide activities, projects and events.

#### **GENERAL**

- Undertake any staff development relevant to the needs of the post, including continuing professional development (CPD).
- Carry out any other duties commensurate with the grade and general responsibilities of the post.
- Demonstrate a strong commitment to equality and diversity for students and staff.
- Understand, comply and promote college policies and undertake any appropriate training.
- Be aware of the principles of safeguarding children and young people within the College and support the implementation of the college's safeguarding policy and practices.

#### **TERMS AND CONDITIONS**

**Working week:** 36 hours - times to be agreed - Monday to Friday.

**PERSON SPECIFICATION**  
**HR Manager**

<b>Criteria for Selection</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• CIPD Level 5 Diploma in Human Resources Management or equivalent</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Proven generalist HR experience at management level</li> <li>• Experience of developing and implementing effective HR procedures and systems</li> <li>• Successful management and/or supervision of a HR function/staff</li> <li>• Experience of using HR systems and producing management reports</li> <li>• Experience of advising managers on the full range of employee relations issues, including support at formal hearings</li> <li>• Experience of managing the full recruitment cycle.</li> </ul>	<p>Experience of working within the education sector</p> <p>Experience of delivering training to groups of staff on HR related issues</p>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Excellent inter-personal skills with the proven ability to work with a variety of people</li> <li>• Excellent written and oral communication skills</li> <li>• Good organisational skills and the ability to manage a number of activities at any one time</li> <li>• Good IT skills, including proficiency in the use of Microsoft Office packages</li> <li>• Ability to prioritise, plan and manage the work of the team</li> <li>• Ability to establish effective working relationships</li> <li>• Ability to lead and motivate a team.</li> <li>• Ability to problem solve and produce effective solutions</li> </ul>	
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Up to date knowledge of employment legislation and best practice in the area of HR</li> </ul>	
Other Requirements	<ul style="list-style-type: none"> <li>• A commitment to Equality and Diversity, Health and Safety and Safeguarding</li> </ul>	Chartered membership of the CIPD