

## **JOB DESCRIPTION**

**Post Title:** Human Resources Manager

**Purpose:** To be responsible for the operational management of the HR function so as to ensure that all HR matters are managed effectively and support the delivery of strategic priorities in order that the College can deliver a high quality teaching and learning experience.

**Responsible to:** The Principal

**Liaising with:** All college staff, in particular the Senior Leadership Team (SLT) and other relevant groups within the college. External contacts.

## **Main Duties and Responsibilities**

- 1.1 Advise and support the Principal and Senior Leadership and Management Teams on strategic and operational HR Matters, including the impact of legislative and sector decisions taken at national level as they apply to staff in Sixth Form Colleges.
- 1.2 Maintaining effective professional links with specialist bodies and college and HR networks, including the Sixth Form Colleges' Association to improve the HR operations at the College.
- 1.3 In conjunction with senior staff, reviewing and revising HR policies so that they meet the needs of the College, are legally compliant and reflect best practice and to be responsible for the process of their implementation.
- 1.4 To support the regular review of the organisational structure (including roles and responsibilities) to ensure it is fit for purpose and meeting requirements.
- 1.5 Providing a specialist service in advising and supporting senior staff with issues relating to their staff including disciplinary, capability, grievance, sickness absence management, redundancy, etc.
- 1.6 Providing a specialist service in advising and supporting all staff with issues relating to their terms of employment.
- 1.7 Ensuring the accurate establishment, maintenance and security of HR Records and information in accordance with college policy and data protection requirements.
- 1.8 To undertake internal systems training on the College HR Software package and then to take responsibility for maintaining the system updates.
- 1.9 Input, maintain and prepare relevant data using the College's Staff Management Information and Recording systems, producing documents and reports as appropriate, including information for external surveys. Support and train staff as necessary in the use of the Online HR system.

- 1.10 Develop a recruitment strategy to meet the needs of the College and manage the College recruitment procedure and administration for permanent and temporary staff, incorporating College, safer recruitment and legal requirements.
- 1.11 Maintaining the Single Central Record for the College to ensure it is up to date and accurate.
- 1.12 Processing all employment administration including the production of all contractual documentation including variations /amendments, subject to college procedures and in a timely manner.
- 1.13 Manage the operation of the induction programme for all new staff including provision and administration for NQTs and RQTs and other training as required.
- 1.14 Liaising with the Senior Assistant Principal: Finance and Resources, Accountant and external agencies to ensure the correct information is provided to enable the effective operation of payroll.
- 1.15 Administrative management of the staff development system, so that it operates within budget and meets the needs of the College and individual staff.
- 1.16 Administrative management of the Staff Support Programme, ensuring reports are processed on time and progress reported.
- 1.17 Administrative management of the Appraisal Process and Performance Related Pay.
- 1.18 Manage the Occupational Health referrals where appropriate, liaising with managers and staff on outcomes and advising on next steps.
- 1.19 Managing systems for recording and monitoring staff absence, identifying staff where absence needs to be addressed and conducting absence interviews in line with College policy. Collating data on the holiday arrangements for senior managers and support staff.
- 1.20 Ensuring the effective operation of quality assurance systems, especially through contributing to the self-assessment process including writing and presenting an annual Self-Assessment Report for the area and to carry out the Action Plan, meeting its targets as set out in the report and to report on progress.
- 1.21 Oversee HR administrative support.
- 1.22 Taking part in professional development activities including appraisal.
- 1.23 Liaising with relevant trade unions when required
- 1.24 Promoting equality for students and staff through all actions and behaviour.
- 1.25 Undertaking other professional requirements specific to this post.
- 1.23 General
  - To support the aims and objectives of the College.
  - To attend meetings in accordance with the College meetings schedule.
  - To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time.

This job description is subject to periodic review and amendment.

## PERSON SPECIFICATION: HR MANAGER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Significant previous experience in an HR role	✓		Application, Interview
Previous experience /understanding of an educational environment		✓	Application, Interview
<b>Skills and Knowledge</b>			
IT literate with a sound knowledge of MS Word, Excel and Outlook	✓		Application, Interview, Test
Excellent organisational and administrative skills & ability to prioritise and multitask	✓		Application, Interview, Test
The ability to recognise and appreciate the confidential nature of HR work discretion and high professional standards,	✓		Interview
Willingness to carry out training of other staff	✓		Interview
Excellent attention to detail	✓		Interview
Good written and oral communication skills.	✓		Application, Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
<b>Qualifications</b>			
CIPD Qualified or part qualified and in progress.	✓		Application, Interview
Educated to degree level or equivalent, or substantial relevant experience.		✓	Application, Interview
<b>Attitude and Impact</b>			
Positive and Enthusiastic	✓		Interview
Able to motivate others	✓		Application, Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changing circumstances	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Committed to Equality and Diversity	✓		Interview
<b>Personal</b>			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<b><i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i></b>			
<i>* this will follow an initial offer of employment</i>			

## SUMMARY OF MAIN TERMS AND CONDITIONS

### HR Manager

<b>Start Date</b>	As soon as possible.
<b>Closing date</b>	Closing date for receipt of applications is <b>10.00 am on Monday 23<sup>rd</sup> April 2018</b> . We will not be able to accept applications after this date, except in exceptional circumstances.
<b>Interview date</b>	It is anticipated that Interviews will be held during the week beginning <b>23<sup>rd</sup> April or 30<sup>th</sup> April 2018</b> and candidates will be contacted by telephone/email. Please therefore ensure information is included in your application regarding any dates when you are not available for interview.
<b>Salary</b>	The salary will be on Sixth Form Colleges' Support Staff Scale points 40-47 (£32,163- £38,078) depending upon experience.
<b>Payment</b>	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
<b>Pension Scheme</b>	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out). Further details are available at <a href="http://www.gmpf.org.uk">www.gmpf.org.uk</a>
<b>Holidays</b>	Annual leave entitlement is 22 working days, pro-rata. For term time only staff this is paid leave outside term time.
<b>Hours of Work</b>	This is a full-time, full-year post working 37 hours per week, Monday to Thursday 8.30am to 5.00pm and Friday 8.30am to 4.30pm. <b>You will however, on occasions, be required to work outside these hours to meet the requirements of the college.</b>
<b>DBS Clearance and safeguarding checks</b>	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
<b>Rehabilitation of Offenders Act 1974</b>	<p>The nature of this post means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. If you are appointed to the post, failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>