

JOB TITLE:	Human Resources Manager
ACCOUNTABLE TO:	Associate Principal (Operations and Resources)
JOB PURPOSE:	To manage the provision of an efficient and effective human resources service for the College

KEY ACCOUNTABILITIES

- To be responsible for the development and implementation of the College's recruitment and selection procedures and activities, ensuring fair and transparent processes, compliance with legislation and best practice
- To have overall responsibility for ensuring that the College is fully compliant with regard to safer recruitment and to be responsible for the College's Single Central list
- To be responsible for the arrangements for the effective induction for all employees, agency staff and volunteers
- To oversee the arrangements for the management of personnel records in accordance with GDPR and other relevant legislation or guidance
- To have overall responsibility for the development and use of the HR database
- To ensure that there are effective and robust arrangements in place for the management and reporting of staff attendance, providing support and training for line managers and senior staff as required
- To ensure that there are effective and timely processes in place for the production of documentation for and correspondence with staff in relation to contractual matters, including the timely transfer of information to the Finance and Payroll Officer
- To have overall responsibility for the arrangements for the covering of staff absence, to include working with the Associate Principal to ensure compliant arrangements with staffing agencies
- To ensure that the College has in place up to date HR policies and procedures, working with the College's HR advisors to ensure compliance with legal requirements and best practice in an educational setting

- To oversee the implementation of the College's HR policies and procedures, ensuring provision of information for staff and managers and support for line managers and senior staff in the operation of policy and procedure
- To be responsible for the preparation and provision of HR management information for the College and for government and employer organisations as required
- To act as clerk to the meetings of the College's consultative group with trade union and employee representatives and provide advice for the Principal/Associate Principal as required.
- To attend the Staff Wellbeing Group, chairing this Group in the absence of the Associate Principal. Lead on the implementation of the staff wellbeing strategy, including staff wellbeing initiatives arising from the Group and have oversight of the programme of staff surveys
- Respond to or assist the Principal/Associate Principal in responding to employment issues raised by individual employees or trade unions and as necessary liaising with the College's HR advisers and employers' association.
- To have overall responsibility for the College's occupational health provision.
- To work with the Associate Principal and the Health and Safety Assistant to ensure timely compliance with HR related health and safety matters
- To act as budget holder for the HR budgets, liaising, setting and managing budgets in accordance with the College's procedures.
- To provide line management for all staff in the HR Team with overall responsibility for:
 - support, coaching and development of staff
 - performance management of staff and reviews
- To assist with the selection, recruitment and deployment of staff as appropriate to the area
- To attend and contribute to the work of the Support and Business Services Leadership Group
- To attend and contribute to the work of the Health & Safety Committee

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme
- To ensure the application of the College's policy and procedures with regard to Health and Safety
- To be responsible for Health and Safety within areas of own responsibility
- To support, promote and operate in line with the College mission and values

NOTES

1. The above job description outlines key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time.
2. The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment).

Post	HR Manager	
CRITERIA	ESSENTIAL	DESIREABLE
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> • Member of CIPD with relevant qualification 	<ul style="list-style-type: none"> • First Degree (or equivalent)
RELATED EXPERIENCE	<ul style="list-style-type: none"> • Substantial experience of working in HR management • Experience of implementing HR policies and procedures • Experience of working and liaising with a wide variety of people and both internal and external • Experience of maintaining and developing data record systems • Experience of writing reports • Experience of dealing with confidential and sensitive information and situations • Experience of leading and managing a team of staff 	<ul style="list-style-type: none"> • Experience of working within a school or college environment
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement • Ability to respond and communicate with others showing sensitivity, clarity and focus • Ability to delegate appropriately and effectively • Ability to plan and prioritise work effectively and meet deadlines • High level IT skills • Good written and oral communication skills 	
ATTITUDE & DISPOSITION	<ul style="list-style-type: none"> • Commitment to the continuous improvement of services offered by the College • Commitment to the stated values of the College, including valuing diversity and promoting equality • Commitment to safeguarding and promoting the welfare of young people 	

	<ul style="list-style-type: none">• Flexibility and resilience• Open and approachable manner• Calmness under pressure	
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